



BOARD OF FIRE COMMISSIONERS MEETING AGENDA

DATE: Tuesday, February 5, 2019

TIME: 6:00 p.m.

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

Agenda

1. CALL TO ORDER
2. POSTING OF AGENDA/APPROVAL OF AGENDA
3. NEW BUSINESS.
 - a. Discussion/Possible Action – Approval of Meeting Minutes from December 3, 2018.
 - b. Discussion/Possible Action – Discussion of Commission Action Plan & Timeline
 - i. Review & Possible Action – Job Descriptions for Fire Chief, Deputy Chief, Captain, Lieutenant and Firefighter.
 - ii. Review & Possible Action – Department SOGs and Hiring Procedures.
4. ADJOURNMENT

Wendy Helgeson, Town Clerk
Dated/Posted: January 31, 2019

**TOWN OF GREENVILLE
FIRE COMMISSION
REGULAR MEETING MINUTES**

DATE: Tuesday, December 3, 2018

TIME: 6:00 p.m.

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

Agenda

1. CALL TO ORDER – The meeting was called to order by Dan Dibbs at 6:00 p.m.
Members present: Chuck Ossont, Jay Ratchman, Stacy Doucette and Dan Dibbs.
Members excused: Rick Fischer. Others present: Joel Gregozeski, Jack Anderson and Chief Tim Lambie (arrived at 6:48).
2. POSTING OF AGENDA/APPROVAL OF AGENDA – *Motion by Ossont/Ratchman to approve the agenda as presented. Motion carried 4/0 by voice vote.*
3. NEW BUSINESS.
 - a. Discussion/Possible Action – Approval of Meeting Minutes from October 30, 2018.


*Motion by Ratchman/Doucette to approve the Meeting Minutes as presented.
Motion carried 4/0 by voice vote.*
 - b. Discussion/Possible Action – Discussion of Possible Action Plan and Timeline
 - i. Review and Possible Action – Job Description of Fire Chief, Deputy Chief, Captain, Lieutenant, and Firefighter

Discussion held on job descriptions presented.
 - ii. Review and Possible Action – Department Bylaws and Hiring Procedures

Discussion held on maintaining Bylaws to govern social associations/organizations of the Fire Department but transitioning from Bylaws to Standard Operating Procedures (SOPs) for personnel and operational aspects of running the Fire Department.
4. ADJOURNMENT - *Motion by Ratchman/Ossont to adjourn at 7:00 p.m. carried unanimously 4/0 by voice vote.*

Respectfully Submitted,

Stacy Doucette, Secretary

		GREENVILLE FIRE DEPARTMENT & FIRST RESPONDERS STANDARD OPERATING GUIDELINES	
Organizational Policy			
SOG #	Draft Date:	Revision Dates:	Approval Date:

PURPOSE: The purpose of this policy is to define the organizational structure, appointment and promotional process for members of the Greenville Fire Department and First Responders.

SCOPE: This policy applies to all Officers and members of the Department.

POLICIES:

A. Definitions

- i. Fire Department. The Greenville Fire & Rescue is Town of Greenville Department, consisting of members who are full-time, paid on premise and paid per call for the Town of Greenville.
- ii. First Responders. The Greenville First Responders is a division of Greenville Fire & Rescue and consist of members who are full-time firefighter/first responders and paid per call volunteers for the Town of Greenville.
- iii. Board of Fire Commissioners. The Board of Fire Commissioners shall have the power and authority prescribed under § 62.13(2) to (5) and (7) to (12), Wis. Stats. Specifically excluded are the provisions of § 62.13(6), Wis. Stats., titled "Optional powers of board." The Board of Fire Commissioners consists of five citizen volunteers appointed by the Town Chairperson.

B. Rules and Regulations

- i. The Greenville Fire Department is created and governed by Chapter 23 of the Greenville Municipal Code. The Department shall also include first responders as defined in § 256.01, Wis. Stats.
- ii. The Board of Fire Commissioners is established and governed by Chapter 23 of the Greenville Municipal Code and shall have the power and authority prescribed under § 62.13(2) to (5) and (7) to (12), Wis. Stats. Specifically excluded are the provisions of § 62.13(6), Wis. Stats., titled "Optional powers of board."

C. Chain of Command

- i. The organizational chart provides an outline of the Department's chain of command structure. The organizational chart is enclosed within this policy.

D. Membership

- i. All positions shall be appointed by the Board of Fire Commissioners after qualified candidates have applied, interviewed/tested, and have been recommended by Chief. He/she shall hold such position until resignation or removal for cause.
- ii. The Fire Department shall consist of a maximum of 55 members.
- iii. The First Responders shall consist of a maximum of 15 members.
- iv. There shall be three (3) types of members:
 - Probationary. Will be any member that has been placed on the Department, but has not completed the probationary period of one year.
 - Active. Will be any member that has completed the prescribed probationary period.
 - Honorary. Will be any member as follows:
 - 1. Who has served at least five (5) consecutive years on the Greenville Fire Department or First-Responders.
 - 2. Anyone who has sustained a line-of-duty or career ending injury.


E. Selection of New Members

- i. Applicants for membership must complete a Town of Greenville employment application form.
- ii. The minimum requirements for all applicants shall include:
 - Be a United States citizen
 - At least 18 years of age
 - High School Graduate or equivalent
 - Possess and maintain a valid Wisconsin Driver's License
 - Shall reside within 15 miles of the Town's jurisdictional boundaries per §66.0502 (4) B Wis. Stats.
- iii. Additional requirements may be included within a job description approved by the Fire Commission.
- iv. Applicants will be required to undergo an interview by a designated panel identified in Section F iii. The panel shall provide a list of recommended candidates to the Chief.
- v. All candidates for consideration are required to successfully complete a criminal background check.
- vi. Upon recommendation from the Fire Chief, candidates must be approved by the Board of Fire Commissioners at a properly noticed meeting of the Fire Commission. Offers for employment and membership will be conditioned on the candidates' successful completion of a criminal background check physical ability examination and fit testing.
- vii. All finalists must successfully complete a drug screen, physical ability examination and respiratory fit testing exam.

F. Promotion of Members & Appointment of Full-time Career Staff

- i. In addition to the requirements identified in Section E, all personnel applying for an Officer position or a full-time career position shall submit a letter of intent along with a resume to the Fire Chief. Such resume must include educational and training experience, certifications or degrees received and relative work experience.
- ii. A written examination relative to the position will be administered by the Chief or his/her designee. The examination will be approved by the Fire Commission and contain questions from an identified list of resources. A minimum score of 70% will be required to successfully pass the examination. The written examination will count for 30% of the total promotion/appointment process evaluation.
- iii. Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel, which may include but is not limited to current Officers, Officers from other outside Fire Departments, the Town Administrator and the Board of Fire Commissioners. The oral interview will count for 30% of the total promotion/appointment process evaluation.
- iv. A performance evaluation will be completed by Officers of the Fire Department for all internal candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include the candidate's performance for the previous two years on the Department. It will include participation at drills, meetings, calls for services, participation on committees or special projects and job performance. Personal references will be checked for all external candidates. The evaluation form and/or reference questions to be used must be approved by the Fire Commission. This performance evaluation/reference check will count for 40% of the total promotion/appointment process evaluation.
- v. Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows:

▪ 5-8 years completed	1%
▪ 9-12 years completed	2%
▪ 13-16 years completed	3%
▪ 17-20 years completed	4%
▪ Over 20 years completed	5%
- vi. Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for a period of one (1) year or until exhausted. After which a new promotional process will be initiated.

		GREENVILLE FIRE DEPARTMENT & FIRST RESPONDERS STANDARD OPERATING GUIDELINES	
Job Descriptions			
SOG #	Draft Date:	Revision Dates:	Approval Date:

PURPOSE: The purpose of this policy is to provide a standard, written job description for all positions which will promote the effective and efficient operation on the Greenville Fire Department and First Responders.

SCOPE: This policy applies to all Officers and members of the Department. It is the responsibility of all members to familiarize themselves with the job descriptions.

The Town of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The job description are intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

POLICIES:

A. Job descriptions for the following positions are outlined on the following pages.

- i. Fire Chief
- ii. Deputy Fire Chief (*Full-time & POC*)
- iii. EMS Chief
- iv. Deputy EMS Chief
- v. Captain (*Full-time & POC*)
- vi. Lieutenant
- vii. Firefighter/First Responder (*Full-time & POC*)
- viii. Firefighter
- ix. First Responder



JOB DESCRIPTION

POSITION TITLE: Fire Chief

DEPARTMENT: Fire & EMS

REPORTS TO: Fire Commission

FLSA CATEGORY: Exempt

EMPLOYMENT CLASSIFICATION: Volunteer /
Paid on Call

PAY TYPE: Stipend

POSITION SUMMARY

Perform the administrative functions of planning, organizing, directing, coordinating and controlling the operations of the Department and the personnel under the jurisdiction of the Town Board.

This position involves the utilization of staff, development and training of personnel, performance evaluation, organization morale, safety of personnel, equipment maintenance and utilization, budget preparation, the enforcement of the codes and ordinances of the Town of Greenville and the Wisconsin State Statutes, as well as the rules and regulations of the Fire Department

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes/establishes incident command at multi-unit fire and/or EMS calls.
- As reasonably practical, respond to fires, and other emergencies in the Town of Greenville, including mutual aid and MABAS pact municipalities, determine what apparatus and equipment is needed, make decisions as to the best methods of controlling and extinguishing fires, and direct the work of Department personnel.
- Performs fire prevention education tasks and prepares and delivers presentations and demonstrations.
- Performs human resource functions relating to recruitment, payroll, benefits, retention, appointment, promotion, and discipline.
- Acts as a liaison between Greenville and other emergency services' agencies, governmental agencies, and other Town of Greenville Departments. Represents Fire & EMS at Town department head and core leadership meetings.
- Oversee the "scope of all fire department operations", First Responder and Auxiliary activities, water rescue, public fire prevention education, assistance to law enforcement agencies, natural disaster assistance, fire suppression and extinguishment, investigation as to cause and origin, extrication, rescue and life safety, records management and reports.
- Review reports and records of Department activities and operations, take appropriate action when required to assure they are effective.

- Establish minimum standards of training and technical competence for all Fire Department personnel.
- Develop rules, regulations and standard operating guidelines governing both the emergency and non-emergency operations of the Department.
- Supervise the fire prevention and inspection programs as required by the local codes, ordinances and State statutes.
- Develop and maintain an effective system of reports and records of: personnel actions, alarm responses, fire and causality reports, fire inspections, fire investigations, personnel training, fire stations, apparatus, equipment maintenance and testing.
- Develop long range plans for the training, operations, staffing and equipment requirements of the Department.
- The Chief shall be vested with the full and complete police authority set forth in section 213.095 of the Wisconsin State Statutes.
 - Suppress any disorder and order all individuals or companies to leave the neighborhood of any fire or first aid scene.
 - Command from the inhabitants of the town all necessary assistance for the suppression of fires and preservation of property exposed to fire.
 - Enter any property or premises to do whatever may be reasonably necessary in the performance of the officer's duties while engaged in the work of aiding persons or minimizing the loss of property at a first aid scene.

Equipment & Apparatus

- Oversees equipment/truck maintenance including part replacement, cleaning and coordinating repairs.
- Checks apparatus and equipment for defects and correct operation, and maintains equipment and apparatus in a state of readiness.
- Oversees purchasing for the fire department.
- Oversees the maintenance and distribution of the Town map book.

Community & Board Relations

- Assists the building inspection and economic development departments with plan reviews and granting occupancy for new construction.
- Participates on County fire and/or EMS committees.
- Participates on Town committees.
- Prepares the fire department operating budget and supervises the preparation of the EMS operating budget.
- Prepares capital request documentation and oversees capital purchases.
- Represents fire & EMS at Town quarterly meetings, board meetings, etc.
- Represents the fire department at County Fire Chiefs Association meetings.
- Represents the fire department with the County Mobile Data Computer Users group.
- Represents the fire department with the Local Emergency Planning Committee.
- Membership with the AREA 7 local fire inspectors association.
- Member of the Wisconsin State Fire Inspectors Association.
- Prepares the fire department annual report.

- Prepares the Town annual meeting presentation.
- Prepares contractual agreements with other departments/entities (Ex. Auto aid agreements).
- Facilitates the ISO audit for the Town.
- Performs department Public Information Officer duties.
- Be “sworn in” as a public official by a Town Official within five (5) days of starting date of appointment.
- Oversees public safety education programs for civic, fraternal educational, institutional, or industrial organizations or agencies.
- Serve as liaison between the First Responders, Firefighters, and the Town Board.

Team Management

- Helps to organize and prepare for fire department personnel education.
- Drives the department’s Core Values and Mission statement.
- The Fire Chief shall decide on the method of appointment of other Department officers and shall notify the Town Board of the method in writing.
- Assist the fire investigators with the investigation of fires to analyze findings for the determination of cause and origin of fires.
- Oversees Training Officers with planning, organizing, supervising and coordinating the Fire Department training program.

General Management

- Data entry.
- Writes grants for the fire department to attain funding for non-budgeted projects.
- Participate in local, regional, State and national conferences, seminars, and meetings on fire administration, prevention, emergency medical, public education and suppression to maintain a continuing level of professional and technical competence.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Operational characteristics, services, and activities of a Fire & EMS department.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Thorough knowledge of accepted firefighting tactics and rescue protocols.
- Thorough knowledge of hazardous materials management strategies.
- Thorough knowledge of the National Incident Management System and the incident command system.
- Organizational, Instructional, and Problem-solving skills.
- Principles and practices of municipal budget and capital project preparation and administration.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of and skill in supervision of the operation of various types of firefighting equipment and apparatus.
- Thorough familiarity with firefighting equipment and apparatus.
- Knowledge of effective public relations.
- Knowledge of the combustion qualities of materials used in the construction of commercial and residential structures.
- Knowledge of the geography of the community, location of streets, nature and location of hazardous premises, principal building construction types, fire communications equipment, hydrants and other water sources.
- Knowledge of the use of firefighting tools and equipment with the ability to demonstrate their use to others.
- Knowledge of teaching methods and aids with the ability to organize and supervise drill sessions, and instruct personnel.
- Knowledge of fire prevention codes and ordinances, fire hazards, methods and techniques of fire inspection, and investigation.
- Ability to plan, coordinate and supervise assignments within the Department.
- Ability to perform job analysis and evaluate Department operations.
- Thorough knowledge of technical rescue practices and techniques for the disciplines the Department performs.

Ability to

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Ability to plan, assign, direct and supervise firefighting equipment and personnel under emergency conditions.
- Select, supervise, mentor, train, and evaluate staff.
- Prepare and administer large and complex budgets.
- Allocate resources in a cost effective manner.

- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Follow safety procedures.
- Ability to be professional in appearance and actions.
- Ability and skills to evaluate fire conditions, recognize danger, use sound judgment, and react calmly under emergency conditions.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgement in dealing with all kinds of people and situations.
- Effectively utilize computer applications and technology related to the work.
- Utilize a variety of advisory data such as fire inspection forms, building plans, sprinkler diagrams, UST/AST reports, DOT emergency response manual, technical operating manuals, procedures, guidelines, equipment maintenance reports, DILHR codes, NFPA codes, IFSTA manuals, policy handbook.
- Analyze data and information using established criteria.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public, and media representatives.
- Advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Develop and maintain an Emergency Operations Plan for the Town of Greenville.
- Provide administrative and professional leadership and direction for the department.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- High school diploma, GED or equivalent (possessed at the time of the application for employment).
- Seven years of fire service leadership experience in a position with the duties associated with a mid-level Officer position or higher. Such experience would normally be gained after attaining the licenses or certifications listed below. Graduation from an accredited technical college with an associate's degree in fire science or graduation from an accredited university with a bachelor's degree in fire management, public administration or related field is preferred.
- A thorough and complete knowledge of Federal, State, and Local fire prevention, building, and fire inspection codes; the plan review process; and code enforcement.
- Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Possess and maintain a valid Driver License during entire course of employment
- Firefighter II (State of Wisconsin Certification or equivalent).
- Fire Inspector I (State of Wisconsin Certification or equivalent).
- Fire Instructor I (State of Wisconsin Certification or equivalent).
- Fire Officer I (State of Wisconsin Certification or equivalent).
- Driver Operator-Pumper (State of Wisconsin Certification or equivalent).
- Emergency Medical Responder (State of Wisconsin Certification or equivalent).
- National Incident Command System (NIMS) ICS-100, 200, 300, 400, 700, 800.
- Ability to operate all Fire Department apparatus and equipment.
- Completion of a 12 month probationary period.

PHYSICAL DEMANDS

- Ability to climb ladders and work at considerable heights.
- Ability to work in personal protective clothing that restricts movement and vision.
- Ability to wear self-contained breathing apparatus and work in hazardous environments.
- Very heavy work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Work environment: Both inside and outside. A job is considered “both” if the activities occur inside or outside in approximately equal amounts. Routinely exposed to weather, elevated temperatures, and wet or humid conditions. Occasionally exposed to extreme heat, freezing cold, or other hazards that pose a risk of bodily injury. Occasional exposure to smoke, odors, toxic conditions, dust, poor ventilation, vibrations, and noise.

The Town of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

Fire Commission Approval:



JOB DESCRIPTION

POSITION TITLE: Deputy Fire Chief
REPORTS TO: Fire Chief
EMPLOYMENT CLASSIFICATION: Full-Time

DEPARTMENT: Fire & EMS
FLSA CATEGORY: Exempt
PAY TYPE: Salary

POSITION SUMMARY

Working with an emphasis on fire safety education, fire inspection and prevention, efficient and effective department organization, emergency medical response, and fire suppression to help ensure the health, safety and well-being of the residents of the Town of Greenville.

Serves as the department liaison and supports the Town Administrator on matters pertaining to departmental functions; contributes to overall Town management as a member of the Town's Executive Leadership Team in the consideration of general Town policies, programs, and concerns and performs related work as required including the oversight of department employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fire safety inspections on commercial buildings and businesses, including follow-ups and closeouts and prepares pre-fire plans for commercial buildings.
- Assumes/establishes incident command at multi-unit fire and/or EMS calls.
- Responds to fire calls and operates fire apparatus and equipment. Responds to EMS calls as a first responder.
- Performs fire prevention education tasks and prepares and delivers presentations and demonstrations.
- Prepares and submits a variety of reports including incident reports, inspection reports, and accident reports.
- Performs human resource functions relating to recruitment, payroll, benefits, retention, appointment, promotion, and discipline.
- Acts as a liaison between Greenville and other emergency services' agencies, governmental agencies, and other Town of Greenville Departments. Represents Fire & EMS at Town department head and core leadership meetings.
- Prepares and/or assists in preparing department long term plans.

Equipment & Apparatus

- Light truck maintenance including part replacement, cleaning and coordinating repairs.
- Checks apparatus and equipment for defects and correct operation, and maintains equipment and apparatus in a state of readiness.
- Tasked with purchasing for the fire department.
- Ensures the maintenance and distribution of the Town map book.

Community & Board Relations

- Assists the building inspection and economic development departments with plan reviews and granting occupancy for new construction.
- Participates on County fire and/or EMS committees.
- Participates on Town committees.
- Helps prepare the fire department and EMS operating budget.
- Prepares capital request documentation and purchases.
- Represents fire & EMS at Town quarterly meetings, board meetings, etc.
- Represents the fire department at County Fire Chiefs Association meetings.
- Represents the fire department with the County Mobile Data Computer Users group.
- Represents the fire department with the Local Emergency Planning Committee.
- Membership with the AREA 7 local fire inspectors association.
- Member of the Wisconsin State Fire Inspectors Association.
- Prepares the fire department annual report.
- Assists the Chief with preparing the Town annual meeting presentation.
- Prepares contractual agreements with other departments/entities (Ex. Auto aid agreements).
- Facilitates the ISO audit for the Town.
- Performs department Public Information Officer duties.

Team Management

- Helps to organize and prepare for fire department personnel education.
- Helps drive the department to adhere to Core Values and Mission statement.

General Management

- Data entry.
- Writes grants for the fire department to attain funding for non-budgeted projects.
- Be present for emergency standby when the Water Department does a chlorine tank change.
- Assist the Water Department with periodic lift station maintenance.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Operational characteristics, services, and activities of a Fire & EMS department.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of accepted firefighting tactics and rescue protocols.
- Knowledge of hazardous materials management strategies.
- Knowledge of the National Incident Management System and the incident command system.
- Organizational, Instructional, and Problem-solving skills.
- Principles and practices of municipal budget and capital project preparation and administration.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Driving fire apparatus and general mechanical skills.
- Familiarity with firefighting equipment and apparatus.

Ability to

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, mentor, train, and evaluate staff.
- Prepare and administer large and complex budgets.
- Allocate resources in a cost effective manner.
- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Follow safety procedures.
- Ability to be professional in appearance and actions.
- Ability to think clearly and react effectively in emergency situations.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgement in dealing with all kinds of people and situations.
- Effectively utilize computer applications and technology related to the work.
- Utilize a variety of advisory data such as fire inspection forms, building plans, sprinkler diagrams, UST/AST reports, DOT emergency response manual, technical operating manuals, procedures, guidelines, equipment maintenance reports, DILHR codes, NFPA codes, IFSTA manuals, policy handbook.
- Analyze data and information using established criteria.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public, and media representatives.
- Advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- A Bachelor's degree in fire science, fire management, public administration or a related field with at least five years of fire service leadership experience in a position with the duties associated with a mid-level Officer position or higher; or any combination of experience and training which provides the knowledge, abilities and skills necessary for the position. Such experience would normally be gained after attaining the licenses or certifications listed below.
- A thorough and complete knowledge of Federal, State, and Local fire prevention, building, and fire inspection codes; the plan review process; and code enforcement.
- Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Possess and maintain a valid Driver License during entire course of employment
- Firefighter II (State of Wisconsin Certification or equivalent).
- Fire Inspector I (State of Wisconsin Certification or equivalent).
- Fire Instructor I (State of Wisconsin Certification or equivalent).
- Fire Officer I (State of Wisconsin Certification or equivalent).
- Driver Operator-Pumper (State of Wisconsin Certification or equivalent).
- Emergency Medical Responder (State of Wisconsin Certification or equivalent).
- National Incident Command System (NIMS) ICS-100, 200, 300, 400, 700, 800.
- Ability to operate all Fire Department apparatus and equipment.
- Completion of a 12 month probationary period.

PHYSICAL DEMANDS

- Ability to climb ladders and work at considerable heights.
- Ability to work in personal protective clothing that restricts movement and vision.
- Ability to wear self-contained breathing apparatus and work in hazardous environments.
- Very heavy work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Work environment: Both inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Routinely exposed to weather, elevated temperatures, and wet or humid conditions. Occasionally exposed to extreme heat, freezing cold, or other hazards that pose a risk of bodily injury. Occasional exposure to smoke, odors, toxic conditions, dust, poor ventilation, vibrations, and noise.

The Town of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

Town Board Approval:



JOB DESCRIPTION

POSITION TITLE: Captain
Fire Prevention & Training Officer

REPORTS TO: Deputy Fire Chief

EMPLOYMENT CLASSIFICATION: Full-Time

DEPARTMENT: Fire & EMS

FLSA CATEGORY: Non - Exempt

PAY TYPE: Hourly – Grade 8

POSITION SUMMARY

Working with an emphasis on fire safety education, fire inspection and prevention, efficient and effective department organization, emergency medical response, and fire suppression to help ensure the health, safety and well-being of the residents of the Town of Greenville.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fire safety inspections on commercial buildings and businesses, including follow-ups and closeouts and prepares pre-fire plans for commercial buildings.
- Assumes/establishes incident command at multi-unit fire and/or EMS calls.
- Responds to fire calls and operates fire apparatus and equipment. Responds to EMS calls as a first responder.
- Performs fire prevention education tasks and prepares and delivers presentations and demonstrations.
- Prepares and submits a variety of reports including incident reports, inspection reports, and accident reports.
- Performs human resource functions relating to recruitment, payroll, benefits, retention, appointment, promotion, and discipline.
- Acts as a liaison between Greenville and other emergency services' agencies, governmental agencies, and other Town of Greenville Departments.
- Provides input to the Chief relating to department long term plans.
- Works with the Town on minor nuisance ordinance enforcement.
- As training officer for the department, ensures all fire department members are trained to National guidelines, standards and common/best practices.
- Acts as a liaison for inter-agency training.
- Acts as fire department treasurer.

Equipment & Apparatus

- Light truck maintenance including part replacement, cleaning and coordinating repairs.
- Checks apparatus and equipment for defects and correct operation, and maintains equipment and apparatus in a state of readiness.
- Tasked with purchasing for the fire department.

Community & Board Relations

- Assists the building inspection with fire code inquiries.
- Participates on County fire and/or EMS committees.
- Participates on Town committees.
- Provides input to the Chief relating to the fire department and EMS operating budget.
- Prepares capital request documentation and purchases.
- Membership with the AREA 7 local fire inspectors association.
- Member of the Wisconsin State Fire Inspectors Association.
- Provides training related info to the Chief for the fire department annual report.
- Performs department Public Information Officer duties.

Team Management

- Helps to organize and prepare for fire department personnel education.
- Helps drive the department to adhere to Core Values and Mission statement.

General Management

- Data entry.
- Writes grants for the fire department to attain funding for non-budgeted projects.
- Be present for emergency standby when the Water Department does a chlorine tank change.
- Assist the Water Department with periodic lift station maintenance.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Operational characteristics, services, and activities of a Fire & EMS department.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of accepted firefighting tactics and rescue protocols.
- Knowledge of hazardous materials management strategies.
- Knowledge of the National Incident Management System and the incident command system.
- Organizational, Instructional, and Problem-solving skills.
- Principles and practices of municipal budget and capital project preparation and administration.
- Principles of supervision, mentoring, training, and evaluating the work of others.

- Pertinent Federal, State, and local laws, codes, and regulations.
- Driving fire apparatus and general mechanical skills.
- Familiarity with firefighting equipment and apparatus.

Ability to

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, mentor, train, and evaluate staff.
- Allocate resources in a cost effective manner.
- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Follow safety procedures.
- Ability to be professional in appearance and actions.
- Ability to think clearly and react effectively in emergency situations.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgement in dealing with all kinds of people and situations.
- Effectively utilize computer applications and technology related to the work.
- Utilize a variety of advisory data such as fire inspection forms, building plans, sprinkler diagrams, UST/AST reports, DOT emergency response manual, technical operating manuals, procedures, guidelines, equipment maintenance reports, DILHR codes, NFPA codes, IFSTA manuals, policy handbook.
- Analyze data and information using established criteria.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public, and media representatives.
- Advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- High school diploma, GED or equivalent (possessed at the time of the application for employment).
- Three years of fire service leadership experience in a position with the duties associated with a mid-level Officer position or higher. Such experience would normally be gained after attaining the licenses or certifications listed below. Graduation from an accredited technical college with an associate's degree in fire science or graduation from an accredited university with a bachelor's degree in fire management, public administration or related field is preferred.
- A thorough and complete knowledge of Federal, State, and Local fire prevention, building, and fire inspection codes; the plan review process; and code enforcement.
- Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Possess and maintain a valid Driver License during entire course of employment
- Firefighter II (State of Wisconsin Certification or equivalent).
- Fire Inspector I (State of Wisconsin Certification or equivalent).
- Fire Instructor I (State of Wisconsin Certification or equivalent).

- Fire Officer I (State of Wisconsin Certification or equivalent).
- Driver Operator-Pumper (State of Wisconsin Certification or equivalent).
- Emergency Medical Responder (State of Wisconsin Certification or equivalent).
- National Incident Command System (NIMS) ICS-100, 200, 700.
- Ability to operate all Fire Department apparatus and equipment.
- Completion of a 12 month probationary period.

PHYSICAL DEMANDS

- Ability to climb ladders and work at considerable heights.
- Ability to work in personal protective clothing that restricts movement and vision.
- Ability to wear self-contained breathing apparatus and work in hazardous environments.
- Very heavy work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Work environment: Both inside and outside. A job is considered “both” if the activities occur inside or outside in approximately equal amounts. Routinely exposed to weather, elevated temperatures, and wet or humid conditions. Occasionally exposed to extreme heat, freezing cold, or other hazards that pose a risk of bodily injury. Occasional exposure to smoke, odors, toxic conditions, dust, poor ventilation, vibrations, and noise.

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Town Board Approval:



JOB DESCRIPTION

POSITION TITLE: Fire Prevention Officer & Lieutenant
REPORTS TO: Deputy Fire Chief
EMPLOYMENT CLASSIFICATION: N/A

DEPARTMENT: Fire & EMS
FLSA CATEGORY: Non-Exempt
PAY TYPE: Hourly – Grade 6

POSITION SUMMARY

Working with an emphasis on fire safety education, fire inspection and prevention, efficient and effective department organization, emergency medical response, and fire suppression to help ensure the health, safety and well-being of the residents of the Town of Greenville.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fire safety inspections on commercial buildings and businesses, including follow-ups and closeouts and prepares pre-fire plans for commercial buildings.
- Assumes/establishes incident command at multi-unit fire and/or EMS calls.
- Responds to fire calls and operates fire apparatus and equipment. Responds to EMS calls as a first responder.
- Performs fire prevention education tasks and prepares and delivers presentations and demonstrations.
- Prepares and submits a variety of reports including incident reports, inspection reports, and accident reports.
- Assists with human resource functions relating to recruitment, payroll, benefits, retention, appointment, promotion, and discipline.
- Acts as a liaison between Greenville and other emergency services' agencies, governmental agencies, and other Town of Greenville Departments.
- Provides input to the Chief relating to department long term plans.

Equipment & Apparatus

- Light truck maintenance including part replacement, cleaning and coordinating repairs.
- Checks apparatus and equipment for defects and correct operation, and maintains equipment and apparatus in a state of readiness.
- Tasked with purchasing for the fire department.

Community & Board Relations

- Assists the building inspection with fire code inquiries.
- Participates on County fire and/or EMS committees.
- Participates on Town committees.
- Provides input to the Chief relating to the fire department and EMS operating budget.
- Assists with capital request documentation and purchases.
- Membership with the AREA 7 local fire inspectors association.
- Member of the Wisconsin State Fire Inspectors Association.
- Performs department Public Information Officer duties.

Team Management

- Helps drive the department to adhere to Core Values and Mission statement.

General Management

- Data entry.
- Writes grants for the fire department to attain funding for non-budgeted projects.
- Be present for emergency standby when the Water Department does a chlorine tank change.
- Assist the Water Department with periodic lift station maintenance.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Operational characteristics, services, and activities of a Fire & EMS department.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of accepted firefighting tactics and rescue protocols.
- Knowledge of hazardous materials management strategies.
- Knowledge of the National Incident Management System and the incident command system.
- Organizational, Instructional, and Problem-solving skills.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Driving fire apparatus and general mechanical skills.
- Familiarity with firefighting equipment and apparatus.

Ability to

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, mentor, train, and evaluate staff.
- Allocate resources in a cost effective manner.
- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.

- Communicate clearly and concisely, both orally and in writing.
- Follow safety procedures.
- Ability to be professional in appearance and actions.
- Ability to think clearly and react effectively in emergency situations.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgement in dealing with all kinds of people and situations.
- Effectively utilize computer applications and technology related to the work.
- Utilize a variety of advisory data such as fire inspection forms, building plans, sprinkler diagrams, UST/AST reports, DOT emergency response manual, technical operating manuals, procedures, guidelines, equipment maintenance reports, DILHR codes, NFPA codes, IFSTA manuals, policy handbook.
- Analyze data and information using established criteria.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public, and media representatives.
- Advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- An Associate degree in fire science, fire management, or a related field with at least three years of progressively responsible fire service experience in a position with the duties associated with an entry-level Officer position or higher; or any combination of experience and training which provides the knowledge, abilities and skills necessary for the position. Such experience would normally be gained after attaining the licenses or certifications listed below. A thorough and complete knowledge of Federal, State, and Local fire prevention, building, and fire inspection codes; the plan review process; and code enforcement.
- A thorough and complete knowledge of Federal, State, and Local fire prevention, building, and fire inspection codes; the plan review process; and code enforcement.
- Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Possess and maintain a valid Driver License during entire course of employment
- Firefighter II (State of Wisconsin Certification or equivalent).
- Fire Inspector I (State of Wisconsin Certification or equivalent).
- Fire Officer I (State of Wisconsin Certification or equivalent).
- Driver Operator-Pumper (State of Wisconsin Certification or equivalent).
- Emergency Medical Responder (State of Wisconsin Certification or equivalent).
- National Incident Command System (NIMS) ICS-100, 200, 700.
- Ability to operate all Fire Department apparatus and equipment.
- Completion of a 12 month probationary period.

PHYSICAL DEMANDS

- Ability to climb ladders and work at considerable heights.
- Ability to work in personal protective clothing that restricts movement and vision.
- Ability to wear self-contained breathing apparatus and work in hazardous environments.
- Very heavy work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Work environment: Both inside and outside. A job is considered “both” if the activities occur inside or outside in approximately equal amounts. Routinely exposed to weather, elevated temperatures, and wet or humid conditions. Occasionally exposed to extreme heat, freezing cold, or other hazards that pose a risk of bodily injury. Occasional exposure to smoke, odors, toxic conditions, dust, poor ventilation, vibrations, and noise.

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Fire Commission Approval:



JOB DESCRIPTION

POSITION TITLE: Firefighter
REPORTS TO: Deputy Fire Chief
EMPLOYMENT CLASSIFICATION: Full-Time

DEPARTMENT: Fire & EMS
FLSA CATEGORY: Non-Exempt
PAY TYPE: Hourly – Grade 5

POSITION SUMMARY

Working with an emphasis on fire safety education, fire inspection and prevention, efficient and effective department organization, emergency medical response, and fire suppression to help ensure the health, safety and well-being of the residents of the Town of Greenville.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fire safety inspections on commercial buildings and businesses, including follow-ups and closeouts and prepares pre-fire plans for commercial buildings.
- Responds to fire calls and operates fire apparatus and equipment. Responds to EMS calls as a first responder.
- Performs fire prevention education tasks and prepares and delivers presentations and demonstrations.
- Prepares and submits a variety of reports including incident reports, inspection reports, and accident reports.
- Performs administrative support tasks.

Equipment & Apparatus

- Light truck maintenance including part replacement, cleaning and coordinating repairs.
- Checks apparatus and equipment for defects and correct operation, and maintains equipment and apparatus in a state of readiness.

Community & Board Relations

- Assists the building inspection with fire code inquiries.
- Participates on Town committees.
- Membership with the AREA 7 local fire inspectors association.
- Member of the Wisconsin State Fire Inspectors Association.

General Management

- Data entry.
- Writes grants for the fire department to attain funding for non-budgeted projects.
- Be present for emergency standby when the Water Department does a chlorine tank change.
- Assist the Water Department with periodic lift station maintenance.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Operational characteristics, services, and activities of a Fire & EMS department.
- Knowledge of accepted firefighting tactics and rescue protocols.
- Knowledge of hazardous materials management strategies.
- Knowledge of the National Incident Management System and the incident command system.
- Organizational, Instructional, and Problem-solving skills.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Driving fire apparatus and general mechanical skills.
- Familiarity with firefighting equipment and apparatus.

Ability to

- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Follow safety procedures.
- Ability to be professional in appearance and actions.
- Ability to think clearly and react effectively in emergency situations.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgement in dealing with all kinds of people and situations.
- Effectively utilize computer applications and technology related to the work.
- Utilize a variety of advisory data such as fire inspection forms, building plans, sprinkler diagrams, UST/AST reports, DOT emergency response manual, technical operating manuals, procedures, guidelines, equipment maintenance reports, DILHR codes, NFPA codes, IFSTA manuals, policy handbook.
- Analyze data and information using established criteria.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public, and media representatives.
- Advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Graduation from an accredited technical college with an associate's or higher degree in fire science or related field.
- Minimum of one (1) year of firefighting experience. Such experience would normally be gained after attaining the licenses or certifications listed below.
- Knowledge of Federal, State, and Local fire prevention, building, and fire inspection codes; the plan review process; and code enforcement.
- Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Possess and maintain a valid Driver License during entire course of employment
- Firefighter I (State of Wisconsin Certification or equivalent).
- Fire Inspector I (State of Wisconsin Certification or equivalent) within one year of position assignment.
- Driver Operator-Pumper (State of Wisconsin Certification or equivalent) within two years of position assignment.
- Emergency Medical Responder (State of Wisconsin Certification or equivalent) within one year of position assignment.
- National Incident Command System (NIMS) ICS-100, 200, 700.
- Ability to operate all Fire Department apparatus and equipment.
- Completion of a 12 month probationary period.

PHYSICAL DEMANDS

- Ability to climb ladders and work at considerable heights.
- Ability to work in personal protective clothing that restricts movement and vision.
- Ability to wear self-contained breathing apparatus and work in hazardous environments.
- Very heavy work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Work environment: Both inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Routinely exposed to weather, elevated temperatures, and wet or humid conditions. Occasionally exposed to extreme heat, freezing cold, or other hazards that pose a risk of bodily injury. Occasional exposure to smoke, odors, toxic conditions, dust, poor ventilation, vibrations, and noise.

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Fire Commission Approval:



JOB DESCRIPTION

POSITION TITLE: Volunteer Firefighter
REPORTS TO: Department Officer
EMPLOYMENT CLASSIFICATION: Paid-on-Call

DEPARTMENT: Fire & EMS
FLSA CATEGORY: Non-Exempt
PAY TYPE: Stipend

POSITION SUMMARY

This position is responsible for responding to requests for fire calls or emergency assistance for controlling and extinguishing fires, protecting life and property, and operating and maintaining fire equipment, apparatus and quarters. The position involves extensive training in the operation of apparatus, tools, and equipment and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surrounding, and in the inspections of buildings for fire hazards to prevent fires from starting. A person in this position responds to fire and other calls while on designated call and is paid a set amount for such calls and applicable training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to fire calls and operates fire apparatus and equipment. Responds to EMS calls as a first responder.
- Performs fire prevention education tasks and prepares and delivers presentations and demonstrations.
- Prepares and submits a variety of reports including incident reports, inspection reports, and accident reports.
- Performs administrative support tasks.

Equipment & Apparatus

- Light truck maintenance including part replacement, cleaning and coordinating repairs.
- Checks apparatus and equipment for defects and correct operation, and maintains equipment and apparatus in a state of readiness.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Operational characteristics, services, and activities of a Fire & EMS department.
- Knowledge of accepted firefighting tactics and rescue protocols.
- Knowledge of hazardous materials management strategies.
- Knowledge of the National Incident Management System and the incident command system.
- Organizational, Instructional, and Problem-solving skills.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Driving fire apparatus and general mechanical skills.
- Familiarity with firefighting equipment and apparatus.

Ability to

- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Follow safety procedures.
- Ability to be professional in appearance and actions.
- Ability to think clearly and react effectively in emergency situations.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgement in dealing with all kinds of people and situations.
- Effectively utilize computer applications and technology related to the work.
- Utilize a variety of advisory data such as fire inspection forms, building plans, sprinkler diagrams, UST/AST reports, DOT emergency response manual, technical operating manuals, procedures, guidelines, equipment maintenance reports, DILHR codes, NFPA codes, IFSTA manuals, policy handbook.
- Analyze data and information using established criteria.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public, and media representatives.
- Advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Possess and maintain a valid Driver License during entire course of employment
- Firefighter I (State of Wisconsin Certification or equivalent).
- Emergency Medical Responder (State of Wisconsin Certification or equivalent) within one year of position assignment.
- National Incident Command System (NIMS) ICS-100, 200, 700.
- State of Wisconsin Certified Firefighter II desired.
- State of Wisconsin Certified Fire Apparatus Driver Operator-Pumper desired.
- State of Wisconsin Certified Fire Apparatus Driver Operator-Aerial desired.
- Ability to operate all Fire Department apparatus and equipment.

- Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

PHYSICAL DEMANDS

- Ability to climb ladders and work at considerable heights.
- Ability to work in personal protective clothing that restricts movement and vision.
- Ability to wear self-contained breathing apparatus and work in hazardous environments.
- Very heavy work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Work environment: Both inside and outside. A job is considered “both” if the activities occur inside or outside in approximately equal amounts. Routinely exposed to weather, elevated temperatures, and wet or humid conditions. Occasionally exposed to extreme heat, freezing cold, or other hazards that pose a risk of bodily injury. Occasional exposure to smoke, odors, toxic conditions, dust, poor ventilation, vibrations, and noise.

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Fire Commission Approval:

		GREENVILLE FIRE DEPARTMENT & FIRST RESPONDERS STANDARD OPERATING GUIDELINES	
Corrective Action			
SOG #	Draft Date:	Revision Dates:	Approval Date:

PURPOSE: To maintain a fair and equitable system to address department probationary and active member's conduct or work performance. That is either substandard or is in violation of the departments rules, regulations, policies or guidelines.

SCOPE: This policy applies to all Officers and members of the Department.

POLICIES:

A. Definitions

- i. **Misconduct:** A violation of the State, Federal Rules and Regulations, Departmental Policies and Guidelines, and Town of Greenville Employee Handbook both written and verbal.
- ii. **Unsatisfactory Work Performance:** Failure to meet job standards or other performance criteria.
- iii. **Counseling:** Counseling is an informal discussion between an officer and a department member for the purpose of performance improvement. It is not considered discipline. However counseling sessions may be documented and filed in a member's personal record and used for future reference when reviewing corrective action history.

B. Corrective Action, General:

- i. Department officers are strongly encouraged to periodically review work performance with their members in order to help identify or provide proper action in order to correct any identifiable or potential concerns. That would necessitate formal corrective action.
- ii. If an allegation, complaint or unsatisfactory work performance is filed against a member of the department, corrective action may be initiated. Depending on the severity of the conduct, violation or performance issue and the members past performance, such action may include, but not limited to:
 - Verbal written reprimand
 - Written reprimand
 - Suspension
 - Lowering of Rank (Demotion), and
 - Termination from the Department

- iii. For all corrective action items, the "Corrective Action" form shall be prepared by the initiating officer.
- iv. Corrective action shall require the approval and signature of a Chief Grade Officer.

C. Corrective Action Types, Defined

- i. A verbal written reprimand may be issued by an officer to a subordinate for minor infractions of the Departments Policies and/or Guidelines.
 - When a verbal reprimand is issued, the department member shall be made to understand that the action being taken is a form of corrective action. A written record of the reprimand will be placed into the member's personal file. The member must understand that any reoccurrence of the conduct could result in more formal action.
- ii. A written reprimand shall be imposed when such action is required as a first step. This penalty is for such violations wherein the department member has been issued previous verbal reprimands.
- iii. Suspension(s) shall be imposed when such action is required as a first step penalty for documented and verified violations. Suspensions may also be imposed for repeat violations wherein the department member has been issued previous written reprimands.
- iv. Lowering of Rank may be imposed for serious violations of established policies and/or guidelines when the conduct or work performance demonstrates that the department member is not capable of maintaining their responsibilities.
- v. Termination may be considered for serious violations of established policies and/or guidelines when the conduct or work performance is such that continued employment would represent a significant risk to the Department.

D. Corrective Action, Due Process

- i. Prior to the administration of any corrective action, the Chief, or initiating officer shall classify the conduct based upon facts or evidence.
- ii. To provide due process and ensure the fair implementation of the corrective process, the reviewing party as referenced above, should be able to answer all of the following questions in the affirmative:
 - Did the department member know, or should have reasonably known, that the conduct would have lead to corrective action?
 - Was the rule, regulation, policy, guideline or order violated reasonably related to the orderly, efficient or safe operation of the Department?
 - Before administering discipline, was a good faith effort made to discover if the department member did in fact violate the policies and/or guidelines of the Department?
 - Was the investigation conducted legally, fairly and objectively?
 - Was sufficient evidence or proof obtained to substantiate the allegations against the Department Member?
 - Has the Department applied the policies and/or guidelines fairly?
 - Is the degree of discipline reasonably related to the severity of the conduct, offense and the department member's record?
 - Where any mitigating circumstances present? Where they considered?

- Has the same degree of discipline been applied to prior incidents of similar conduct?

E. Officers Responsibilities

- i. Prior to the administration of any corrective action, the initiating officer shall review all facts and circumstances of the incident or performance issue, then conduct any investigation that is appropriate.
- ii. The initiating officer shall classify the conduct or issue. The officer shall review the planned course of remedial actions per the due process procedure as referenced in Section D.
- iii. The initiating officer shall review and recommend penalties for the conduct, based upon the penalties referenced in Section B.
- iv. Other than a verbal written reprimand, the initiating officer shall review the matter with the next level officer or as appropriate, with a Chief Grade Officer.
- v. Upon review of all pertinent information, the initiating officer shall complete the letter of corrective action form and obtain all necessary approvals.
- vi. When reviewing the matter with the department member, the initiating officer may request that the next level officer be present. For serious violations of department policies and/or guidelines, the next level officer shall be present for such review.
 - For serious violations the Chief or Chief's designee may be present for such review.
 - The department member that is the subject of corrective action shall be entitled to representation at their request.
- vii. Upon completion of the disciplinary process, the Department will supply written copies to the member and to the member's personal file. Copies will be distributed after the member signs the letter. Refusal by the member to sign the letter does not alter or change the disciplinary process. The member's signature on the letter shall only signify that a given issue was discussed and that the member has been informed of the corrective action.
- viii. Department members may appeal any corrective action through the Fire Commission pursuant to Sec. 62.13(5)(d), Wis. Stats.
- ix. The Department reserves the right to establish the level of corrective action necessary based on circumstances revealed through the corrective action interview, previous corrective action history, extenuating circumstances, etc. The department has the right to resolve expressed concerns in manners outside of this policy. This action will be on a non-precedent setting basis.

F. Complaint/Misconduct Investigation

- i. Upon receipt of a formal written complaint or information from other sources, all information shall be gathered such as, but not limited to, personal knowledge, observation of misconduct or disobedience of an order. The initiating officer shall, as soon as practical, begin a preliminary investigation to determine if a violation has occurred.
- ii. The officer conducting the investigation shall notify a Chief Grade Officer that such an investigation is in progress.
- iii. The officer shall notify the Member of the complaint or allegation(s).
- iv. The preliminary investigation report, in conjunction with a letter of discipline if appropriate, shall be completed and forwarded to the Chief or Chief's designee as soon as possible. The report shall include a summary of the violation, allegations, all relevant documentation and any specific findings as referenced in Section H.
- v. Serious allegations of misconduct require that the Chief be notified in writing, of the circumstances as soon as practical.
- vi. For performance related issues where no specific investigation is required a corrective action letter and supporting documentation shall be submitted.

G. Command Review

- i. Upon receipt of a preliminary investigative report or complaint, the Chief shall:
 - Concur with the findings and order or approve corrective action.
 - Modify corrective action.
 - Remand the matter back to the officer for additional investigation.
 - Relieve the officer of the responsibility of the investigation and appoint a special investigator.
 - Exonerate or dismiss the matter.

H. Investigative Guidelines

- i. These guidelines shall apply to all investigations (regardless of type) involving allegations of misconduct or rules violations.
- ii. Interviews of department members shall take place at a reasonable hour and conducted at Fire & Safety Building. In addition, the department members shall be afforded the opportunity to have another department member serve as a representative during the interview process. If the department member declines representation, it shall be noted on the investigation report.
- iii. Department members being questioned shall be informed of the nature of the investigation. They will also be provided with sufficient information that will reasonably apprise them of the circumstances and or reasons for the investigation.
- iv. At no time shall the officer or investigator infringe upon the rights of the department

member. This is provided for in the United States Constitution, Wisconsin State Statutes and any other Laws or Administrative Proceedings.

- v. Any investigation that may warrant activity such as searches of personal property or retrieval of department property shall be done only after authorization has been obtained from the Chief and the Sheriff's Department. All situations involving search or seizure shall be performed in accordance with all appropriate laws and the Sheriff's Department.

I. Investigative Findings

- i. Upon completion of preliminary or comprehensive investigations, which was initiated subsequent to a complaint made against a department member as a result of allegations of misconduct, a complete investigative report shall be prepared by an officer or investigator. Included in such a report will be the findings of the investigation and findings shall be documented as follows:
 - Exonerated: Alleged conduct occurred, but was lawful and proper.
 - Unfounded: Complaint false or without merit.
 - Not Sustained: Insufficient evidence to prove or disprove the allegation.
 - Sustained: Allegation supported by proper and sufficient evidence.
- ii. The findings as specified apply to investigations involving all Department Members.
- iii. The final investigative report shall be submitted to the Chief and reviewed as per section.
- iv. Should any possible criminal charges be considered, the Chief shall present the case to the Sheriff's Department for further investigation.