

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: CLASSIFICATION/JOB DESCRIPTIONS
DIRECTIVE CODE: 100
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATOR: Jayme Jones, Administrator Assistant III
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 02/01/2007

I. PURPOSE

To establish Classification/Job Descriptions Plan to support Human Resource Policy #30.03 – Classification/Job Descriptions.

II. SCOPE

This directive applies to all positions within HFD.

III. DIRECTIVE

The District shall establish and maintain a Classification/Job Descriptions Plan of each position to allocate titles, scope of responsibilities, qualification requirements, compensation levels, and to identify the Employment Categories of each position.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: FIRE CHIEF
DIRECTIVE CODE: 101
REFERENCE: HR Policy 30.03 & 30.04
ORGINATOR: Mike Bradley, Deputy Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 02/01/2006

Fire Chief

FLSA: Exempt (Management)
Full-time
PSPRS Retirement

JOB SUMMARY

This position directs and manages all activities of the District Administrative responsibilities include strategic planning, developing and implementing an annual budget, recruiting and promoting personnel, making capital expenditures, and assigning personnel. The Fire Chief is responsible for implementing the policy promulgated by the Fire Board. This position is appointed by the District Fire Board and serves at their pleasure.

This position requires work on evenings, weekends, holidays, and under hazardous conditions.

PRINCIPLE DUTIES

- ◆ Directs and oversees all activities of the District.
- ◆ Develops and implements the District's strategic plan.
- ◆ Analyzes the capability of and makes recommendations for changes in the District's service levels and standards of coverage.
- ◆ Plans, implements and reviews short and long range goals.
- ◆ Implements policy set by the District Fire Board.
- ◆ Prepares annual budgets and controls expenditures.
- ◆ Provides leadership to effectively direct and motivate the department. Builds a team based on cooperation, effective problem solving and communication.
- ◆ Establishes operational standards for the department.
- ◆ Responds to major emergencies or assumes District Command during greater alarms or disasters.
- ◆ Represents the District in dealing with other governmental agencies, non-governmental agencies, and professional organizations.
- ◆ Participates in labor relation activities.

MINIMUM QUALIFICATIONS

- ◆ A bachelor's degree in Fire Science, Business, Management, Public Administration or a related discipline.
- ◆ Two years of experience at the Battalion Chief level in an agency similar to the HFD.
- ◆ A 39 month satisfactory driving record.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain good health and pass an annual fitness/medical examination.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Must reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Strategic planning concepts.
- ◆ Budgeting development and implementation.
- ◆ Modern organizational management practices.
- ◆ Current leadership practices and principles.
- ◆ All-risk emergency management practices.
- ◆ Plan and coordinate multiple activities.
- ◆ Set standards and provide guidance to staff.
- ◆ Maintain managerial control and a command presence under extremely stressful conditions.
- ◆ Produce clear and organized written documents, reports, and plans that deal with complex subject matter.
- ◆ Make logical decisions based on the exercise of good judgment.
- ◆ Establish and maintain effective working relationships with the Fire Board, outside agencies, members of the organization, and the public.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: DEPUTY FIRE CHIEF
DIRECTIVE CODE: 102
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATOR: Mike Bradley, Deputy Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 02/01/2006

Deputy Fire Chief

FLSA: Exempt (Management)
Operations Division
Full-time
PSPRS Retirement

JOB SUMMARY

Under the general direction of the Fire Chief, plans, directs, manages and supervises the daily operations of the District related to all risk emergency services, preventative services and community services. Provides high level technical and administrative staff assistance to the Fire Chief and the Fire Board. Assumes command of the department in the absence of the Fire Chief. This position is appointed by the Fire Chief; the appointment is confirmed by the Fire Board.

This position requires work on evenings, weekends, holidays, and under hazardous conditions.

PRINCIPLE DUTIES

- ◆ Responds to incidents and assumes any role required within the Command and General Staff functions of the Incident Command System. May also be required to perform at the Supervisor or Unit Leader level within the ICS.
- ◆ Develops strategy and tactics, implements action plans, and evaluates results in the management of complex emergency incidents.
- ◆ Assists the Fire Chief in the development of goals, objectives, policies, and priorities for the department.
- ◆ Organizes and oversees the work of major programs within the department.
- ◆ Assists with the preparation of District budget; monitors budget activities; evaluates costs; projects expenses and revenues; maintains records and reports.
- ◆ Provides leadership to effectively direct and motivate the department. Builds a team based on cooperation, effective problem solving and good communications.
- ◆ Supervises, coaches, and evaluates the performance of subordinates. Responsible for the professional development and performance of all subordinates under their command.
- ◆ Analyzes and synthesizes data, develops and implements procedures to improve operations, decrease turnaround times and rework, streamline work processes, and reduce costs.
- ◆ Develops complex written reports and plans for the management team and District Board.
- ◆ Makes oral presentations to the management team, District Board, and the public.

MINIMUM QUALIFICATIONS

- ◆ A bachelor's degree in Fire Science, Business, Management, Public Administration or a related discipline is required.
- ◆ Three (3) years of experience as Fire Captain or one (1) year of experience as a Battalion Chief in an agency similar to the HFD.
- ◆ A 39 month satisfactory driving record.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain good health and pass an annual fitness/medical examination.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Must reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Strategic planning concepts.
- ◆ Budgeting development and implementation.
- ◆ Modern organizational management practices.
- ◆ Current leadership practices and principles.
- ◆ All-risk emergency management practices.
- ◆ Plan and coordinate multiple activities.
- ◆ Set standards and provide guidance to staff.
- ◆ Maintain managerial control and a command presence under extremely stressful conditions.
- ◆ Be an effective team member, to lead the team when appropriate, to follow the team when required.
- ◆ Produce clear and organized written documents, reports, and plans that deal with complex subject matter.
- ◆ Make logical decisions based on the exercise of good judgment.
- ◆ Establish and maintain effective working relationships with the Fire Board, the Fire Chief, members of the organization and the public.
- ◆ Provide excellent customer service, both internal and external.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: BATTALION CHIEF
DIRECTIVE CODE: 103
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATOR: Mike Bradley, Deputy Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 02/01/2006

Battalion Chief

FLSA: Exempt (Management)
Operations Division
Full-time
PSPRS Retirement

JOB SUMMARY

Under the general direction of a Deputy Fire Chief, organize, control, and direct the activities of an assigned battalion including Emergency Services and/or Training and Employee Development. This is a professional managerial position responsible for a battalion within the department. The incumbent serves at the discretion of the Fire Chief. The incumbent exercises independent judgment and discretion; manages and directs employees; formulates administrative policies for the effective use of personnel; supports and implements policy and direction formulated by the Board and the Fire Chief.

There are two battalion level assignments for this position:

Emergency Services – Coordination and management of an assigned shift of fire companies and subordinates.

Training and Employee Development – Coordination, development, and management of recruitment, selection, training, professional development, and promotional processes for all department personnel.

This position may require the employee to work 24 hour shifts, multiple 24 hours shifts, all days of the week and normally scheduled holidays.

PRINCIPLE DUTIES

- ◆ Responds to incidents and assumes any role required within the Command and General Staff functions of the Incident Command System.
- ◆ May also be required to perform at the Supervisor or Unit Leader level within the ICS.
- ◆ Develops strategy and tactics, implements action plans, and evaluates results in the management of complex emergency incidents.
- ◆ Develops plans and budgets for major departmental programs; implements action plans to accomplish objectives; monitors and evaluates the effectiveness of those efforts.
- ◆ Supervises, coaches, and evaluates the performance of subordinates. Responsible for the professional development and performance of all subordinates under their command.

- ◆ Analyzes and synthesizes data, develops and implements procedures to improve operations, decrease turnaround times and rework, streamline work processes, and reduce costs.
- ◆ Develops complex written reports and plans for the management team and District Board.
- ◆ Makes oral presentations to the management team, District Board, and the public.
- ◆ Specific duties, tasks and responsibilities are outlined in the Position Duty Statement for each assignment.

MINIMUM QUALIFICATIONS

- ◆ An Associate's Degree in Fire Science or a related discipline is recommended; a bachelor's degree is preferred. A bachelor's degree will be required for all newly hired or promoted BC's on or after January 1, 2010.
- ◆ Successfully completed probation as an HFD Fire Captain or have one (1) year of experience as a company level officer (Captain/Lieutenant or agency equivalent) with an agency similar the HFD.
- ◆ A 39 month satisfactory driving record.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain good health and pass an annual fitness/medical examination.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Must reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Modern organizational management practices.
- ◆ Current leadership practices and principles.
- ◆ All-risk emergency management practices.
- ◆ Effective oral and written communication skills.
- ◆ Applicable laws, departmental policies and procedures.
- ◆ Work without supervision.
- ◆ Establish good discipline and develop subordinates.
- ◆ Maintain managerial control and a command presence under extremely stressful conditions.
- ◆ Be an effective team member, to lead the team when appropriate, to follow the team when required.
- ◆ Produce clear and organized written documents, reports, and plans that deal with complex subject matter.
- ◆ Provide excellent customer service, both internal and external.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: CAPTAIN
DIRECTIVE CODE: 104
REFERENCE: HR Policy 30.03 & 30.04
ORGINATOR: Mike Bradley, Deputy Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 02/01/2006

Captain

FLSA: Non-exempt
Operations Division
Full-time
PSPRS Retirement

JOB SUMMARY

Under general direction to perform skilled supervisory work in directing the activities of a fire company(s) on an assigned shift. This is a supervisory position that is responsible for the discipline and performance of assigned personnel, as well as volunteers, in accordance with department policy and procedure. The employee will be required to make critical decisions at emergency incidents, assign personnel to accomplish tasks and objectives, and to monitor and insure their safety.

In addition, a Fire Captain may be placed in a *special assignment* position. This could entail assignment to an office within a division or managing and supervising employees within a program.

This position which may require the employee to work 24 hour shifts, multiple 24 hours shifts, all days of the week and normally scheduled holidays. Although this position is often assigned to the suppression division shift schedule, a Fire Captain may be placed on special assignment and work an altered schedule.

PRINCIPLE DUTIES

- ◆ Responds to alarms as assigned, directs the route to be taken and assigns companies based on strategic goals and tactical objectives.
- ◆ Determines the best method of mitigating or addressing a developing emergency incident, saving lives and property.
- ◆ Supervises personnel in all aspects of emergency operations at fires, emergency medical incidents, rescues, hazardous materials incidents and natural and man-made disasters.
- ◆ Supervises personnel in non-emergency operations including equipment and facility maintenance, training, fire prevention, public education, performance management and program management.
- ◆ Responsible for the effectiveness, efficiency, and morale of subordinates and their performance as a team.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Supervises fuel management projects and performs duties such as thinning, piling, and burning.

- ◆ Compiles records and writes reports relative to emergency responses, day to day activities, performance evaluations, inspections, station facilities and other related activities.
- ◆ Inspects property and facilities to ensure compliance with ordinances and/or best practices.
- ◆ Executes all tasks assigned by a supervisor or those of a higher rank or qualification.
- ◆ Obeys and enforces all District policies, regulations and procedures.
- ◆ Develops and administers a budget in assigned areas.
- ◆ Plans, organizes, directs, manages, and evaluates major department programs.

MINIMUM QUALIFICATIONS

- ◆ High School Diploma or GED (high school equivalency)
- ◆ Arizona State Certified Firefighter I and II.
- ◆ National Wildfire Coordination Group (NWCG) certification at the Basic Wildland Firefighter level or higher
- ◆ Hazardous Materials 1st Responder - Operations level certification
- ◆ State of Arizona Emergency Medical Technician - Basic or higher certification
- ◆ Successfully completed probation as an HFD Fire Engineer or have three (3) years of experience as a Firefighter/Engineer with an agency similar the HFD.
- ◆ A 39 month satisfactory driving record.
- ◆ An Associate's Degree in Fire Science or a related discipline is highly desirable. Effective January 1, 2010: an AA degree will be required to be hired for or promoted to this position.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Fire behavior.
- ◆ The geography, risks and hazards of the District.
- ◆ Good supervisory and management practices.
- ◆ Effective oral and written communication skills.
- ◆ The principles, practices and procedures of emergency operations.
- ◆ The principles and practices of fire prevention, fuels management and public education.
- ◆ Team building and leadership.
- ◆ Work without direct supervision.
- ◆ Establish good discipline and develop subordinates.
- ◆ Be an effective team member, leader, and follower.
- ◆ Read and write at the level required for successful job performance

- ◆ Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors.
- ◆ Exercise self-control and good judgment in emergency/hazardous situations.
- ◆ Provide excellent internal and external customer service.
- ◆ Experience using computers and basic computer software.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: FIRE ENGINEER
DIRECTIVE CODE: 105
REFERENCE: HR Policy 30.03 & 30.04
ORGINATOR: Mike Bradley, Deputy Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 02/01/2006

Fire Engineer

FLSA: Non-exempt
Operations Division
Full-time
PSPRS Retirement

JOB SUMMARY

Under general supervision of a company officer, drives and operates fire apparatus, vehicles and equipment; is responsible for the operational readiness of fire apparatus and equipment; participates in all phases of emergency operations to include fire suppression, emergency medical care, rescue, and hazardous material abatement; performs fire prevention inspections, participates in and presents public education programs; serves as a program manager for a departmental program(s); participates in training activities, station and equipment maintenance and performs other related duties as required.

This is a shift work position which may require the employee to work 24 hour shifts, multiple 24 hours shifts, all days of the week and normally scheduled holidays. This position is usually assigned to the suppression division shift schedule. At the discretion of the Fire Chief a Fire Engineer may be placed on a special assignment and work an altered schedule.

PRINCIPLE DUTIES

- ◆ Drives and operates fire apparatus and vehicles to all types of emergency incidents.
- ◆ Inspects tests, maintains and performs minor repairs to fire apparatus and related equipment.
- ◆ Keeps maintenance records and writes reports relative to apparatus and equipment.
- ◆ Responds to significant incidents from home or another location while in an off-duty status.
- ◆ Performs firefighting activities to include laying hose, performing hydraulic calculations, operating fire pumps, setting ladders, rescue work, ventilation, fire combat, salvage and overhaul.
- ◆ Follows the instructions of a Captain/supervisor or standard procedures while performing all duties.
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine maintenance and cleaning of District buildings, grounds, apparatus and equipment.
- ◆ Performs minor repairs on District owned buildings, facilities, apparatus and equipment.
- ◆ Trains to stay proficient in emergency and non-emergency operations.

- ◆ Participates in fuel management projects and performs duties such as thinning, piling, and burning.
- ◆ Compiles records and writes reports relative to emergency responses, day to day activities, inspections, station facilities and other related activities.
- ◆ Inspects property and facilities to ensure compliance with ordinances and/or best practices.
- ◆ Executes all tasks assigned by a supervisor or those of a higher rank or qualification.
- ◆ Obeys all District policies, regulations and procedures.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (high school equivalency)
- ◆ Arizona State Certified Firefighter I and II.
- ◆ National Wildfire Coordination Group (NWCG) certification at the Basic Wildland Firefighter level or higher
- ◆ Hazardous Materials 1st Responder - Operations level certification
- ◆ State of Arizona Emergency Medical Technician - Basic or higher certification
- ◆ Minimum one year experience with a fire agency or department as a Firefighter.
- ◆ A 39 month satisfactory driving record.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Emergency response driving methods, fire pumping apparatus and their operation, hydraulics, and basic automotive principles.
- ◆ Basic firefighting principles and practices as taught in the State of AZ Firefighter I & II Training Academy.
- ◆ Pre-hospital care practices as taught in the State of AZ EMT-B course.
- ◆ English usage and grammar.
- ◆ Basic mathematics.
- ◆ Perform activities requiring excellent physical condition.
- ◆ Operate and drive fire apparatus safely and effectively under emergency and non-emergency conditions.
- ◆ Understand and carry out oral and written instructions.
- ◆ Read and write at the level required for successful job performance

- ◆ Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors; be an effective team member, follower, and when appropriate, team leader.
- ◆ Exercise self-control and good judgment in emergency/hazardous situations.
- ◆ Provide excellent internal and external customer service.
- ◆ Experience using computers and basic computer software.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: FIREFIGHTER
DIRECTIVE CODE: 106
REFERENCE: HR Policy 30.03 & 30.04
ORGINATOR: Mike Bradley, Deputy Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 02/01/2006

Firefighter

FLSA: Non-exempt
Operations Division
Full-time
PSPRS Retirement

JOB SUMMARY

Under general supervision of a company officer, participates in all phases of emergency operations to include fire suppression, emergency medical care, rescue, and hazardous material abatement; performs fire prevention inspections, participates in and presents public education programs; manages an assigned departmental program; participates in training activities, station and equipment maintenance and performs other related duties as required.

This is a shift work position which may require the employee to work 24 hour shifts, multiple 24 hours shifts, all days of the week and normally scheduled holidays. This position is usually assigned to the suppression division shift schedule. At the discretion of the Fire Chief a Firefighter may be placed on a special assignment and work an altered schedule.

PRINCIPLE DUTIES

- ◆ Responds as a team member on an assigned company to all types of emergency incidents, including but not limited to: fire suppression, emergency medical incidents, hazardous material releases, rescues, natural and man-made disasters.
- ◆ Responds to significant incidents from home or another location while in an off-duty status.
- ◆ Performs firefighting activities to include laying hose, setting ladders, rescue work, ventilation, fire combat, salvage, and overhaul.
- ◆ Follows the instructions of a Captain/supervisor or standard procedures while performing all duties.
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine maintenance and cleaning of District buildings, grounds, apparatus and equipment.
- ◆ Performs minor repairs on District owned buildings, facilities, apparatus and equipment.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Participates in fuel management projects and performs duties such as thinning, piling, and burning.
- ◆ Compiles records and writes reports relative to emergency responses, day to day activities, inspections, station facilities and other related activities.

- ◆ Inspects property and facilities to ensure compliance with ordinances and/or best practices.
- ◆ Executes all tasks assigned by a supervisor or those of a higher rank or qualification.
- ◆ Obeys all District policies, regulations, and procedures.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (high school equivalency).
- ◆ Arizona State Certified Firefighter I and II.
- ◆ National Wildfire Coordination Group (NWCG) certification at the Basic Wildland Firefighter level or higher.
- ◆ Hazardous Materials 1st Responder - Operations level certification.
- ◆ State of Arizona Emergency Medical Technician - Basic or higher certification.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Basic firefighting principles and practices as taught in the State of AZ Firefighter I & II Training Academy.
- ◆ Pre-hospital care practices as taught in the State of AZ EMT-B course.
- ◆ English usage and grammar.
- ◆ Basic mathematics
- ◆ Perform activities requiring excellent physical condition.
- ◆ Learn technical fire fighting principles and techniques.
- ◆ Understand and carry out oral and written instructions.
- ◆ Read and write at the level required for successful job performance
- ◆ Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors; be an effective team member, follower, and when appropriate, team leader.
- ◆ Exercise self-control and good judgment in emergency/hazardous situations.
- ◆ Provide excellent internal and external customer service.
- ◆ Experience using computers and basic computer software.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: FIRE & FUELS TECHNICIAN III
DIRECTIVE CODE: 107
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATOR: Mike Bradley, Deputy Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE:

Fire & Fuels Technician III

FLSA: Non-exempt
Operations Division
Full-time
PSPRS

JOB SUMMARY

Under general supervision, carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; drives and operates fire apparatus and equipment, performs fire hazard inspections, responds to wildfire assignments as a single resource or part of an organized crew; may manage programs or sub-programs within a Division; participates in training activities; station and equipment maintenance and performs other support and related duties as required; serves as Structure Firefighter/EMT on as needed basis.

This position is normally scheduled to work 40 hours per week. The position may require the employee to work 24 hours shifts, multiple 24 hour shifts, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are also required to be available for immediate dispatch to off-district, out-of-state fire assignments lasting for up to 21 days.

In addition, the Fire and Fuels Technician III may be placed in a special assignment position. This may entail assignment to a position within a division or managing and supervising employees within a program.

PRINCIPLE DUTIES

- ◆ Supervises crew members performing fire prevention, suppression, and hazard fuel reduction
- ◆ Schedules work, assigns tasks to crew members, effects disciplinary measures as appropriate to authority delegated.
- ◆ Responds to significant incidents from home or another location while in off-duty status.
- ◆ Leads and performs firefighting and hazard reduction duties to include laying hose and using water, chopping brush, felling trees, piling slash, burning, preparing fire line to prevent fire spread and to prepare areas for prescribed burning.
- ◆ Follows the instructions of supervisors or standard operating procedure while performing all duties.
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine repairs, maintenance, and cleaning of District buildings, grounds, facilities, apparatus, and equipment.

- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Trains personnel through lecture and demonstration of skills.
- ◆ Reports to supervisor on work accomplishments, performance and safety problems.
- ◆ Compiles records and writes reports relative to incident responses, daily activity, inspections, projects, and other related activities.
- ◆ Executes other duties as assigned by a supervisor.
- ◆ Obeys all District policies, regulations, and procedures.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (High School Equivalency).
- ◆ Class B Faller or equivalent.
- ◆ Arizona State Certified Firefighter I and II.
- ◆ Hazardous Materials 1st Responder-Operations Level Certification.
- ◆ State of Arizona Emergency Medical Technician-Basic or higher certification.
- ◆ National Wildfire coordinating Group (NWCG) certification at the Single Resource Boss (Engine Boss preferred) and Type 4 Incident Commander level or higher.
- ◆ Satisfactory 39 month driving record.
- ◆ Minimum two years of employment by a fire agency or related experience.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Fire Behavior.
- ◆ Standard Forestry Practices.
- ◆ Wild fire suppression techniques and practices.
- ◆ Supervisory and Management Practices.
- ◆ Effective oral and written communication skills.
- ◆ Principles, practices, and procedures of fire suppression, prevention, fuels management, and public education.
- ◆ Perform activities requiring excellent physical condition.
- ◆ Apply technical fire fighting principles and techniques.
- ◆ Operate and drive fire apparatus safely and effectively under emergency and non-emergency conditions.
- ◆ Supervise other crew members as assigned.
- ◆ Establish good discipline and develop subordinates.
- ◆ Understand and carry out oral and written instructions.

- ◆ Read and write at the level required for successful job performance.
- ◆ Establish and maintain effective working relationships.
- ◆ Experience using computers and basic computer software.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: FIRE & FUELS TECHNICIAN II
DIRECTIVE CODE: 108
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATOR: Dirch Foreman, Battalion Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE:

Fire & Fuels Technician II

FLSA: Non-exempt
Operations Division
Full-time
PSPRS Retirement

JOB SUMMARY

Under general supervision, carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; drives and operates fire apparatus and equipment, performs fire hazard inspections, responds to wildfire assignments as a single resource or part of an organized crew; participates in training activities, station and equipment maintenance and performs other support and related duties as required.

This position is normally scheduled to work 40 hours per week. The position may require the employee to work 24 hours shifts, multiple 24 hour shifts, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are also required to be available for immediate dispatch to off-district, out-of-state fire assignments lasting for up to 21 days.

In addition, the Fire and Fuels Technician II may be placed in a special assignment position. This may entail assignment to position within a division or managing and supervising employees within a program.

PRINCIPLE DUTIES

- ◆ Serves as crew member performing fire prevention, suppression, and hazard fuel reduction
- ◆ Responds to significant incidents from home or another location while in off-duty status
- ◆ Performs firefighting and hazard reduction duties to include laying hose and using water, chopping brush, felling trees, piling slash, burning, preparing fire line to prevent fire spread and to prepare areas for prescribed burning
- ◆ Follows the instructions of supervisors or standard operating procedure while performing all duties
- ◆ Participates in all aspects of Fire Department activities
- ◆ Conducts routine repairs, maintenance, and cleaning of District buildings, grounds, facilities, apparatus, and equipment
- ◆ Trains to stay proficient in emergency and non-emergency operations
- ◆ Trains personnel through lecture and demonstration of skills
- ◆ Reports to supervisor on work accomplishments, performance and safety problems

- ◆ Compiles records and writes reports relative to incident responses, daily activity, inspections, projects, and other related activities
- ◆ Executes other duties as assigned by a supervisor.
- ◆ Obeys all District policies, regulations, and procedures.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (High School Equivalency).
- ◆ National Wildfire coordinating Group (NWCG) certification at the Advanced Fire Fighter level and Type 5 Incident Commander or higher.
- ◆ Arizona State Fire Fighter I and II Certification.
- ◆ Hazardous Materials 1st Responder - Operations level certification.
- ◆ State of Arizona Emergency Medical Technician at basic or higher certification.
- ◆ Satisfactory 39 month driving record.
- ◆ Minimum one year of employment by a fire agency or related experience.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Standard Forestry Practices
- ◆ Experience in tree cutting (S-212 preferred).
- ◆ Wild fire suppression techniques and practices (Engine Operations preferred).
- ◆ English usage and grammar
- ◆ Basic Mathematics
- ◆ General Working Knowledge of Computers
- ◆ Perform activities requiring excellent physical condition.
- ◆ Apply technical fire fighting principles and techniques.
- ◆ Operate and drive fire apparatus safely and effectively under emergency and non-emergency conditions.
- ◆ Supervise other crew members as assigned.
- ◆ Understand and carry out oral and written instructions.
- ◆ Read and write at the level required for successful job performance.
- ◆ Establish and maintain effective working relationships.
- ◆ Exercise self-control and good judgment.
- ◆ Provide excellent internal and external customer service.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: FIRE & FUELS TECHNICIAN I
DIRECTIVE CODE: 109
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATOR: Dirch Foreman, Battalion Fire Chief
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE:

Fire & Fuels Technician I

FLSA: Non-exempt
Operations Division
Seasonal/Temporary/Full-Time
Full-Time PSPRS Eligible

JOB SUMMARY

Under direct supervision, carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; responds to wildfire assignments as part of an organized crew; participates in training activities, station and equipment maintenance and performs other support and related duties as required.

This position is normally scheduled to work 40 hours per week. The position may require the employee to work 24 hours shifts, multiple 24 hour shifts, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are also required to be available for immediate dispatch to off-district, out-of-state fire assignments lasting for up to 21 days.

PRINCIPLE DUTIES

- ◆ Serves as crew member performing fire prevention, suppression, and hazard fuel reduction.
- ◆ Responds to significant incidents from home or another location while in off-duty status.
- ◆ Performs firefighting and hazard reduction duties to include laying hose and using water, chopping brush, felling trees, piling slash, burning, preparing fire line to prevent fire spread and to prepare areas for prescribed burning.
- ◆ Follows the instructions of supervisors or standard operating procedure while performing all duties
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine repairs, maintenance, and cleaning of District buildings, grounds, facilities, apparatus, and equipment.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Executes other duties as assigned by a supervisor.
- ◆ Obeys all District policies, regulations, and procedures.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (High School Equivalency).

- ◆ Basic Wildland Fire Fighting Certificate.
- ◆ Satisfactory 39 month driving record.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening. .
- ◆ Reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ English usage and grammar.
- ◆ Basic Mathematics.
- ◆ Effective written and oral communication skills.
- ◆ Basic working knowledge of computers.
- ◆ Perform activities requiring excellent physical condition.
- ◆ Learn technical fire fighting principles and techniques.
- ◆ Understand and carry out oral and written instructions.
- ◆ Read and write at the level required for successful job performance.
- ◆ Establish and maintain effective working relationships.
- ◆ Exercise self-control and good judgment.
- ◆ Provide excellent internal and external customer service.
- ◆ Experience cutting trees.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: ADMINISTRATIVE ASSISTANT III
DIRECTIVE CODE: 110
REFERENCE: HR Policy 30.03 & 30.04
ORGINATOR: Jayme Jones, Administrative Assistant II, Revision by Jim Pond
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 10/15/2007

Administrative Assistant III

FLSA: Non-exempt
Administrative Support Division
Full-Time
Arizona State Retirement Plan

JOB SUMMARY

Under the general and direct supervision of the Fire Chief, the Administrative Assistant III performs administrative support services in the office of the Highlands Fire Department. Administrative services may include, but is not limited to, customer service, office management, records, finance, human resources, and special projects. The Administrative Assistant III shall provide administrative support to members of the Board of Directors and Chief Officers.

PRINCIPLE DUTIES

- ◆ Provides customer service; answers phones, greets and interacts with the public in a professional manner and maintains positive working relationships with department members.
- ◆ Provides administrative support for employee recruitment, background checks, new hire paperwork, selection, and hiring.
- ◆ Provides administrative support to various Boards. This includes but is not limited to the Fire Board; coordinates the Volunteer Pension Board, and is the secretary of the PSPRS Local Board; produces agendas and board packets; takes accurate minutes of meetings.
- ◆ Assists with the preparation of the district budget.
- ◆ Maintains administrative, personnel, and medical files; tracks personnel action data; administers benefits and retirement obligations.
- ◆ Assists in the development of policy, directives, and administrative standard operation procedures; maintains department policy, directive, and office manuals.
- ◆ Prepares presentation documents, correspondence, reports; conducts research and compiles data for administrative analysis.
- ◆ Effectively organizes office environment and filing system.
- ◆ Does layout for and edits department newsletter.
- ◆ Plans and organizes department events.
- ◆ Manages a variety of special projects.
- ◆ Maintains the Strategic Plan.
- ◆ Participates on a variety of committees including the Compensation Committee.
- ◆ Manages benefit contracts.
- ◆ Reviews Accounts Payable and Payroll on a regular basis.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED equivalency.
- ◆ Five years experience in an office setting and/or equivalent office administration education; experience in a fire service organization preferred

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license
- ◆ Must have reliable transportation and maintain personnel auto insurance coverage.
- ◆ Must have satisfactory results on background screening.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Basic mathematics, English usage, spelling, grammar, and punctuation.
- ◆ Modern business communications, including style and format of letters, minutes, and reports.
- ◆ Office procedures including telephone communications, office systems, and records retention.
- ◆ Basic accounts payable and payroll functions.
- ◆ Budgeting and financial reporting.
- ◆ Policy, procedures, and services provides by the Fire District.
- ◆ Human resource principles and Department benefits
- ◆ Administrative requirements of Arizona Revised Statutes in regards to Special Districts.
- ◆ Word processing, data base, presentation, accounting, and photo editing, and desk top publishing applications.
- ◆ Establish and maintain effective, positive, and courteous working relationships with elected officials, district personnel, outside vendors, and members of the general public.
- ◆ Understand and perform duties as described in position duties.
- ◆ Address complaints and resolve problems.
- ◆ Establish priorities, work independently, and accomplish objectives.
- ◆ Maintain the confidentiality of sensitive information.

EQUIPMENT USED

- ◆ Personal computer connected to a network, printers, copier, fax machine, postage machines, multi-line phone with voicemail system, paging system, document binder, laminator, base radio, and other general office equipment.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: ADMINISTRATIVE ASSISTANT II
DIRECTIVE CODE: 111
REFERENCE: HR Policy 30.03 & 30.04
ORGINATOR: Jayme Jones, Administrative Assistant II, Revision by Jim Pond
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 10/15/2007

Administrative Assistant II

FLSA: Non-exempt
Administrative Support Division
Full-Time
Arizona State Retirement Plan

JOB SUMMARY

Under the general and direct supervision of the Fire Chief, the Administrative Assistant II provides administrative support services in the office of the Highlands Fire District. Administrative services may include, but is not limited to, customer service, office management, records management, financial reporting, accounting and billing as well as general clerical support.

PRINCIPLE DUTIES

- ◆ Provides customer service; answers phones, greets and interacts with the public in a professional manner and maintains positive working relationships with department members.
- ◆ Assists with budget preparation, presentation and financial analysis. Presents monthly financial reports to the Fire Board, provides programs managers with regular financial reports, and provides information and support for the annual audit.
- ◆ Processes and accounts for awarded grants; manages the Arizona State Land Billing system.
- ◆ Prepares, manages, and processes Accounts Payable as well as Payroll.
- ◆ Schedules the use of District facilities; facilitates the logistical needs for those events.
- ◆ Maintains Leave Logs and manages leave records.
- ◆ Analyzes data and compiles reports relative to the use of overtime.
- ◆ Assists in the development of policy, directives, and administrative standard operation procedures; maintains department policy, directive, and office manuals.
- ◆ Prepares presentation documents, correspondence, reports: conducts research and compiles data for administrative analysis.
- ◆ Effectively organizes office environment and filing system. Responsible for the management and retention of financial records.
- ◆ Participates on various committees, including but not limited to the Events Committee. Serves as secretary to the Compensation and Strategic Planning Committees.
- ◆ Maintains the petty cash system.
- ◆ Collects and distributes external as well as internal mail.
- ◆ Orders office and administrative supplies.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED equivalency.
- ◆ Two years experience in an office setting and/or equivalent office administration education; experience in a fire service organization preferred

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license
- ◆ Must have reliable transportation and maintain personal auto insurance coverage.
- ◆ Must have satisfactory results on background screening.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Basic mathematics, English usage, spelling, grammar, and punctuation.
- ◆ Modern business communications, including style and format of letters, minutes, and reports.
- ◆ Office procedures including telephone communications, office systems, and records retention.
- ◆ Basic accounts payable and payroll functions.
- ◆ Budgeting and financial reporting.
- ◆ Policy, procedures, and services provided by the Fire District.
- ◆ Human resource principles and Department benefits
- ◆ Administrative requirements of Arizona Revised Statutes in regards to Special Districts.
- ◆ Word processing, data base, presentation, accounting, and photo editing, and desk top publishing applications.
- ◆ Establish and maintain effective, positive, and courteous working relationships with elected officials, district personnel, outside vendors, and members of the general public.
- ◆ Understand and perform duties as described in position duties.
- ◆ Address complaints and resolve problems.
- ◆ Establish priorities, work independently, and accomplish objectives.
- ◆ Maintain the confidentiality of sensitive information.

EQUIPMENT USED

Personal computer connected to a network, printers, copier, fax machine, postage machines, multi-line phone with voicemail system, paging system, document binder, laminator, base radio, and other general office equipment.

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: ADMINISTRATIVE ASSISTANT I
DIRECTIVE CODE: 111
REFERENCE: HR Policy 30.03 & 30.04
ORGINATOR:
APPROVED BY:
EFFECTIVE DATE: Removed 10/15/2007

Administrative Assistant I

**HIGHLANDS FIRE DISTRICT
EXECUTIVE DIRECTIVES**

SECTION: 100 – CLASSIFICATION/JOB DESCRIPTION
TITLE: FIRE CHAPLAINCY
DIRECTIVE CODE: 111
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATOR: Jayme Jones, Administrative Assistant III
APPROVED BY: Jim Pond, Fire Chief
EFFECTIVE DATE: 04/18/2006

Fire Chaplaincy

Volunteer – Citizen Support Division

JOB SUMMARY

This position offers a variety of benefits to fire department members, their families, and the community. The Chaplain and/or Associate Chaplains may provide guidance and reassurance by performing the following duties:

- ◆ Provide for the spiritual needs of personnel and their families.
- ◆ Crisis situations involving District personnel.
- ◆ Crisis situations involving family members of District personnel.
- ◆ Visiting District personnel who are sick or injured.
- ◆ Crisis intervention involving the victims of incidents.
- ◆ Assisting District personnel with stress management.
- ◆ Serve as part of the CISM process.
- ◆ Serve at the pleasure of the IC during an incident.
- ◆ Serve as a liaison to clergy within the community.
- ◆ Act as a community services referral coordinator.
- ◆ Participate in department social functions, formal events, and ceremonies.
- ◆ Participate in social functions, ceremonies and events involving personnel and their families when requested to do so.

MINIMUM QUALIFICATIONS

- ◆ An ordained member of the clergy.
- ◆ In good physical health.
- ◆ Prepared to serve in a crisis situation.
- ◆ Willing to make the necessary time commitment.
- ◆ Committed to learn the skills necessary to be effective in the position and to attend training programs and educational programs that may be of benefit to the department.
- ◆ Upon appointment, the Chaplain will be expected to meet with members of the department, visit stations, and receive an orientation to as to the structure, organization, policies and geographical features of the District.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license

- ◆ Must maintain personnel auto insurance coverage.
- ◆ Must have satisfactory results on background screening.

GENERAL GUIDELINES

- ◆ The Chaplain positions are appointed by the Fire Chief.
- ◆ The Chaplain (and associate chaplains) does not replace the clergy or church affiliation of a department member.
- ◆ The role of the Chaplain is to provide support and special needs for department employees and victims regardless of his or her nationality, race, sex or religion.
- ◆ Any communication an employee makes with the Chaplain is privileged and confidential.
- ◆ Department personnel may go to or contact the Chaplain without having to notify their supervisor. Current contact numbers will be maintained for the Chaplain(s) in the Fire District Administrative Offices as well as each fire station.

RESPONSE PROCEDURES AND DUTIES

Emergency Situations:

The Chaplain will respond when contacted by the Incident Commander (IC), District Command (DC) or Alarm, and will report to the IC or to a location designated by the IC or DC. The Chaplain will respond in a non-emergency (Code 1) mode. The IC shall request the Chaplain as follows:

- ◆ Working fires.
- ◆ A critical injury or death of a firefighter.
- ◆ An incident involving a victim that is a family member of a department employee
- ◆ Assistance in dealing with victims or the family members of victims when the IC determines that such an intervention would be helpful.

Routine Duties:

- ◆ Visit stations.
- ◆ Visit sick or injured department members and their families.
- ◆ Be available for counseling or referral coordination.
- ◆ Be a member of the CISM team.
- ◆ Attend Department functions.
- ◆ Conduct or participate in funeral/memorial services.
- ◆ Be on call.

EQUIPMENT ISSUE

- ◆ An HFD badge with a central Chaplain's insignia with the top banner labeled "CHAPLAIN."
- ◆ Full set of structural turnout gear; helmet and coat shall be clearly labeled "CHAPLAIN".
- ◆ Full set of wildland PPE appropriately labeled "CHAPALIN".
- ◆ Department uniforms as deemed appropriate.
- ◆ A two channel radio and a pager.