

TOWNSHIP FIRE DEPARTMENT CHAPTER 1: ADMINISTRATIVE OPERATIONS	
Part 3: Job Descriptions Subject: Firefighter Page 1 of 4 Effective Date: 01-01-90	Section: 1-3-17 Reviewed/Revised Date: 12-28-20

17.01 Purpose. Define duties of Firefighter.

17.02 Goal. To describe the position of Firefighter.

17.03 The following duties and responsibilities are to be carried out under the administration of the Chief and their officers in accordance with the policies established by the Board of Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.

17.04 Duties and Responsibilities of the Firefighter:

- A) The firefighter shall make every effort to attend all fires or other emergencies in his/her township and other townships according to SOG's. They shall perform duties as directed by the officer in charge at said emergencies.
- B) The firefighter shall report to their commanding officer any violations of Wisconsin Statutes, local ordinances or rules and regulations they observe in the areas served by Township Fire Department, Inc.
- C) The firefighter shall report to their commanding officer any suspicion of incendiarism and assist in preserving all evidence for future use.
- D) After each emergency, drill or training session, the firefighter shall assist in washing and drying all hose used and the replacement of all equipment on the apparatus, so it is ready for another emergency. Upon completion of the emergency, drill or training session the sign-up sheet shall be signed.
- E) The firefighter shall assist in testing all hose annually.
- F) The firefighter shall participate in practice drills at least monthly unless excused by their commanding officer.
- G) The firefighter shall participate in training sessions to learn new skills and to update procedures and concepts.
- H) The firefighter shall assist in the inspection and maintenance of all motor vehicles and related equipment and shall report all defects to their commanding officer.
- I) The firefighter shall report all breathing apparatus defects to their commanding officer.

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- K) The firefighter shall attend all meetings in their station unless excused by their commanding officer.
- L) The firefighter shall make every effort to attend 4 of the 6 Main Meeting of Township Fire Department, Inc.
- M) The firefighter shall assist in keeping their station and apparatus clean and in usable condition at all times.
- N) The Battalion Chief may assign any of the above duties or other duties they deem necessary to the firefighters at their discretion.
- O) The new firefighter shall serve a minimum probationary period of one year and shall meet the requirements of a probationary member as outline in the section 17.05 - Probationary Membership Requirements.
- P) Any firefighter who responds to a call will conduct themselves in a professional manner. They are the Department's representative to the public. This includes scene and patient confidentiality along with the restriction of non-members from the scene.
- Q) The firefighter shall perform any other duties that may be assigned by the Officer in Charge.
- R) The firefighter shall maintain all turnout gear and issued equipment in good, clean working order.
- S) The firefighter shall use I Am Responding (IAR) when responding to calls or unavailable to respond to calls for more than 24 hours.

17.05 Probationary Membership Requirements:

- A) Must complete Entry Level Firefighter, Firefighter I, Hazmat Ops, NIMS IS-100, IS-200 and IS-700 within the 1st year of membership unless arrangements are made, and approved, in advance with the Division Chief of Training & Safety.
- B) Must complete the Annual Bloodborne Pathogens training by the required date each year.
- C) Must complete an annual Hazardous Material Operations refresher.
- D) Must complete any required NIMS and ICS training within the 1st year of membership if not already completed.
- D) Must have a valid driver's license to operate TFD vehicles.

17.06 Minimum Attendance Requirements.

All members are expected to meet the following attendance requirements

- A) Must attend one hundred percent (100%) of the member's station trainings per year. If unable to attend, contact must be made with their station training officer prior to the training session to be excused.

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- B) Must attempt to attend the member's station meetings per year. If unable to attend, contact must be made with the Battalion Chief prior to the meeting to be excused.
- C) Member must respond to at least twelve calls (12) per year.

Individual performance shall be evaluated during each payroll period to show participation in training attendance and call attendance. This evaluation offers a periodic status check of individual performance. Based on this information, the individual can see if their activity needs to increase to meet the minimum annual requirements.

At the end of the payroll period, a written reminder notice will be given to those with less than acceptable attendance, with a thirty (30) day period to reply. The individual shall use this time to schedule a meeting with their Battalion Chief to review the circumstances causing him/her to be below the minimum requirements and establish goals together to ensure compliance.

If at the end of thirty (30) days there is no response to schedule a meeting, the individual will be automatically removed from service until a meeting is scheduled. It is the discretion of the Battalion Chief if the individual shall continue to be eligible to maintain their membership.

Excused Absences

If unable to attend scheduled trainings, personnel must notify their station training officer to be excused.

The following are considered excused absences:

- Sickness (*family/children included*)
- Work (*full-time job*)
- Vacation or out of town
- School meetings/functions
- Family emergency or activity
- Higher Education classes (*other than fire/EMS related*)

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- Approved Department training (*CVTC, out of town, special classes, etc.*)
- Any other special circumstance approved by the station officers.

When an individual gives notification of an excused absence, it shall be noted on the Sign-up Sheet next to their name so it can be recorded. If an individual does not properly notify a station officer that they will not be attending training for any reason listed above, it shall be recorded as an UNEXCUSED absence.

NOTE: It is possible for an individual to have several excused absences and be below the minimum attendance requirements for training. Any individual who is below the acceptable attendance, however, has excused absences for those trainings missed due to the circumstances listed above, shall be considered in compliance. The Battalion Chief of their station shall determine on a case by case basis how many excused absences are acceptable. If attendance is not at an acceptable level, a member may be placed on a leave of absence or placed on suspension until that person can improve their attendance levels.

Unexcused Absences

Any employee that has **6** (six) or more consecutive unexcused absences for training shall be issued a letter of intent by the Assistant Chief. The individual shall be required to contact their station Battalion Chief within the specific time period given to discuss intentions and options of continuing employment.

If no response is given within the time period, individuals who are below the minimum attendance requirements may be placed on suspension pending a review by the Personnel Committee for possible action and/or termination.

In all cases, the information shall be forwarded to the Board of Directors for a final decision of suspension/termination. The individual has the right to appeal their case decision to the Board of Directors.