



**AGENDA FOR COMMON COUNCIL SPECIAL MEETING
MEETING NOTICE**

A Common Council Special Meeting meeting will be held on **Monday, September 21, 2020 at
5:45 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

NOTE:The Mayor, Alderpersons, City Clerk, City Attorney, department heads, and news media will gather in the Council Chambers. Due to COVID-19 safe distancing procedures, other members of the public are requested to join the Zoom meeting as indicated below prior to the 5:45 p.m. open session.

Join Zoom Meeting

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNF1wMzdSZz09>

**Meeting ID: 768 946 6740
Passcode: Tomah2020**

**Dial by your location
+1 312 626 6799 US (Chicago)**

**Meeting ID: 768 946 6740
Passcode: 546782713**

CALL TO ORDER – PLEDGE OF ALLEGIANCE – ROLL CALL

GENERAL:

- A. [HYPERLINK \l "appIS8f3d2e80c1b04707bb489020c1385811" A RESOLUTION AUTHORIZING A CHANGE IN THE 2020 CITY OF TOMAH POSITION COUNT BY THE ABOLISHMENT OF THE FIRE CHIEF POSITION AND THE AMBULANCE DIRECTOR POSITION, AND THE CREATION OF ONE FULL TIME PUBLIC SAFETY DIRECTOR/FIRE CHIEF AND APPOINTMENT OF TIM ADLER TO THE PUBLIC SAFETY DIRECTOR/FIRE CHIEF POSITION.](#)**
- B. [HYPERLINK \l "appIS289de87740ec460cb38e171c26ea1128" A RESOLUTION AUTHORIZING A CHANGE IN THE 2020 CITY OF TOMAH POSITION COUNT BY THE CREATION OF ONE FULL TIME DEPUTY FIRE CHIEF POSITION AND ONE DEPUTY AMBULANCE CHIEF POSITION.](#)**

ADJOURN

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through

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[appropriate aids and services. For additional information or to request this service, contact JoAnn Cram, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.](#)

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A CHANGE IN THE 2020 CITY OF TOMAH POSITION COUNT BY THE ABOLISHMENT OF THE FIRE CHIEF POSITION AND THE AMBULANCE DIRECTOR POSITION, AND THE CREATION OF ONE FULL TIME PUBLIC SAFETY DIRECTOR/FIRE CHIEF AND APPOINTMENT OF TIM ADLER TO THE PUBLIC SAFETY DIRECTOR/FIRE CHIEF POSITION.

WHEREAS, the Common Council of the City of Tomah hereby authorizes a change in the 2020 City of Tomah position count by the abolishment of the Fire Chief position effective approximately October 1, 2020, and

WHEREAS, the Common Council of the City of Tomah hereby authorizes a change in the 2020 City of Tomah position count by the abolishment of the Ambulance Director position effective approximately October 1, 2020, and

WHEREAS, the Common Council of the City of Tomah hereby authorizes the creation of one full time Public Safety Director/Fire Chief who will be responsible for the Tomah Ambulance and the Tomah Fire Department, and

WHEREAS, the Common Council of the City of Tomah establishes the Public Safety Director/Fire Chief as a full-time, Salaried-exempt position that includes all benefits afforded City employees as outlined per the City of Tomah Personnel Manual, and

WHEREAS, the Common Council of the City of Tomah establishes the Public Safety Director/Fire Chief wage as Grade R.

NOW, THEREFORE BE IT FURTHER RESOLVED that the City of Tomah Common Council does hereby authorize a change in the 2020 City of Tomah Position Count by the abolishment of the Fire Chief and Ambulance Director positions and hereby authorizes the creation of one Public Safety/Fire Chief as described above and appoints Tim Adler to the position of Public Safety Director/Fire Chief at Step 10 Range R.

Dated this 21st day of September, 2020.

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk

CITY OF TOMAH JOB DESCRIPTION

POSITION: Public Safety Director
SUPERVISOR: Mayor
PAGE: 1 of 4

DEPARTMENT: Public Safety/ Fire/ EMS
CLASSIFICATION: Salaried - Exempt
Non Represented

Prepared:
Council Approved:

GRADE: R

GENERAL DESCRIPTION OF DUTIES: Under direction of the Mayor, this is a professional position which provides overall direction and coordination involved in management and operations of the City of the Tomah Fire Department and Tomah Ambulance Service. The Public Safety Director / Fire Chief is responsible for managing the physical facilities and equipment ; promoting fire prevention; developing and improving the City's firefighting response; improving the City firefighting forces with methods and techniques of firefighting and fire prevention; and making major changes in procedures and organization. The Public Safety Director / Fire Chief also provides information to the Common Council, business groups, service organizations, special committees, including but not limited to state and national fire service direction and policy through input to the appropriate fire service organization. The Public Safety Director / Fire Chief is the highest administrative and executive officer of the Tomah Ambulance Service and is responsible for directing and coordinating activities of the department. The hours of work per week will be flexible and may vary from week to week depending on the workload. The Public Safety Director / Fire Chief must be able to work at any time as the duties and responsibilities of the position required. This position is appointed by the Police and Fire Commission that serve as employees of the Tomah Fire Department; this position also works with the Ambulance Commission as it relates to the EMS side of the business.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Plan, review and coordinate departmental activities with the Mayor, department heads, the Police and Fire Commission, Ambulance Commission and other appointed and elected officials.
2. Supervise the day to day activities of the Fire Department, Rescue Service and Tomah Area Ambulance Service officers and staff.
3. Monitor the planning, organization, and cognitive activities related to the provision of disaster management.
4. Monitor the planning, organization, and conduct of fire suppression activities, including planning for man-made or natural disasters in the City of Tomah and neighboring municipalities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

5. Monitor the planning, organization, and conduct of departmental activities related to the inspection of properties for fire hazards and code enforcement, arson prevention and investigation, fire prevention and community education.
6. Monitor the planning, organization, conduct, and evaluation of departmental training activities.
7. Represent the departments at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operation; provide liaison with other organizations and groups on matters related to the departments operations.
8. Attend special conferences; participate and continue education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
9. Supervise the preparation of, review, approve, and submit both department's annual operating budgets for consideration by the Mayor and the Common Council.
10. Monitor the maintenance of appropriate records and prepare reports of both departments.
11. Develop, coordinate, an annual review of the assistance agreements entered into with other jurisdictions.
12. Respond to fire alarms and other calls for assistance as needed; direct use of departmental equipment and resources, including personnel.
13. Serves as city emergency management director.
14. Coordinate appropriate matters with the State, County and local law enforcement agencies, fire protection agencies, other ambulance services, First Responders, hospitals and council members.
15. Perform employee reviews, conduct internal investigations regarding breach of policies and procedures, and propose disciplinary action.
16. Provide a monthly administrative report to the City Council and the Ambulance Commission as needed. Responsible for maintaining, compiling, and submitted statistical data regarding call volume, types of calls, and service expenditures.
17. Research and apply for available grants.
18. Maintain good public relations between the Fire Department; Ambulance department and the community.
19. Other duties as requested or assigned.
20. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's Degree in Fire Service or closely related field supplemented by the completion of other college level courses in public or business administration or related fields; or equivalent combination of experience.
2. Ten (10) years of progressive responsible experience with the fire service including five (5) years of supervisory experience and five (5) years of experience in emergency management; or equivalent combination of work experience.
3. Shall have Wisconsin Fire Officer I or International Fire Service Accreditation Congress (IFSAC) Fire Officer I certification within one year of appointment.
4. Graduate or current enrollment in the National Fire Academy's Executive Fire Officer (EFO) Program is preferred but not required.
5. A valid Wisconsin Driver's License is required.
6. Ability to prepare, analyze and administer budgets; prepare reports, and keep clear, sound and accurate records.
7. Residency within fifteen (15) miles of the fire service area is required per fire personnel policies.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of tactics, techniques, and equipment used to contain and extinguish fires.
2. Knowledge of conditions and events that produce fire and characteristics associated with different kinds of fires.
3. Knowledge of water supply, gas, electrical, mechanical, hydraulic systems and fire protection systems (Hydrants, sprinklers, alarms).
4. Knowledge of national standards, state laws and administrative codes related to the prevention of fires and procedures for inspection and enforcement.
5. Knowledge of fire investigation procedures and techniques.
6. Knowledge of methods used to deal with hazardous or life threatening situations, including those associated with the storage and transportation of flammable liquids, gases, chemicals, petroleum products, combustible, and other hazardous materials; building construction materials; a vehicle, railroad and pipeline accidents; medical emergencies; natural and man-made disasters.
7. Knowledge of municipal administration including the structural functions of city government; principals of management; budget planning and the control; purchasing; personnel management; performance evaluation; public relations.
8. Knowledge of the role and responsibilities of the Police and Fire Commission in Wisconsin.
9. Knowledge of PC's including fire service related software, E-Mail, and internet, as well as other applications of fire service management.
10. Skills in oral or written communications, policy development, public speaking.

KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED):

11. Skills in successful recruiting, testing, selecting, training, and supervising firefighters and officers.
12. Skills in the effective use of appropriate disciplinary methods and fair, impartial enforcement of the departmental rules.

PHYSICAL REQUIREMENTS:

1. Ability to coordinate eyes, hands, feet and limbs performing movements requiring skill and training;
2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling;
3. Reaching shoulder height frequently as well as reaches above and below the right shoulder height;
4. Occasional bending;
5. Ability to sustain prolonged visual concentration;
6. Moderate, short, to intermittent use of equipment and ability to react with sudden movements, which may involve heavy to very heavy demands;
7. 75% of workday is spent sitting;
8. 15% of workday is spent walking;
9. 10% of the workday is spent standing;
10. Walking, running, jumping, dodging obstacles, climbing, dragging, pushing and pulling objects or people;
11. All percentages above will vary depending upon the duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A CHANGE IN THE 2020 CITY OF TOMAH POSITION COUNT BY THE CREATION OF ONE FULL TIME DEPUTY FIRE CHIEF POSITION AND ONE DEPUTY AMBULANCE CHIEF POSITION.

WHEREAS, the Common Council of the City of Tomah, in recognition of the need for additional assistance in the Fire Department and the Ambulance Department due to the abolishment of the Fire Chief and Ambulance Director positions, and the creation of a Public Safety Director/Fire Chief Position, hereby authorizes a change in the 2020 City of Tomah Position Count with the hiring of one full time Deputy Fire Chief and one full time Deputy Ambulance Chief position. These employees are to be responsible for all duties and responsibilities as written in the Deputy Fire Chief and Deputy Ambulance Chief position descriptions and will be supervised by the Public Safety Director/Fire Chief, and

WHEREAS, the Deputy Fire Chief and Deputy Ambulance Chief be salaried-exempt non-represented positions, and

WHEREAS, the Deputy Fire Chief and Deputy Ambulance Chief are eligible for all benefits as designated in the City of Tomah Personnel Manual, and the salary is initially established at Grade M, and

NOW, THEREFORE BE IT RESOLVED, that the City of Tomah Common Council does hereby authorize a change in the 2020 City of Tomah Position Count by the Creation of one full-time Deputy Fire Chief and one full time Deputy Ambulance Chief as described above.

Passed by the City Council on the 21st day of September, 2020

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk

CITY OF TOMAH JOB DESCRIPTION

POSITION: Deputy Ambulance Chief **DEPARTMENT:** Public Safety-EMS
SUPERVISOR: Public Safety Director/ Fire Chief **CLASSIFICATION:** Salaried-Exempt
Non Represented

Page: 1 of 3
Created: September 2020
Council Approved: **Grade: M**

GENERAL DESCRIPTION OF DUTIES:

This position exists to assist the Public Safety Director/ Fire Chief in administering the day to day functions of planning, organizing, directing, coordinating and controlling the operations of the EMS Division of the Public Safety Department and its personnel. This position involves the utilization of manpower, development and training of personnel, review of personnel as it relates to job performance, organization morale, safety of personnel, equipment maintenance and utilization, assist with budget preparation, and the enforcement of the policies and procedures of the ambulance department.

ESSENTIAL DUTEIS AND RESPONSIBILITIES:

1. Assists the Public Safety Director/Fire Chief in administering the functions of planning, organizing, directing, coordinating and controlling the operations of the EMS Division and its personnel.
2. Assumes temporary responsibilities of Public Safety Director/Fire Chief regarding Ambulance/EMS functions in their absence.
3. Directly supervises the day to day operations of Ambulance/EMS employees and assures adherence to policy and procedures.
4. Responsible for overseeing department training with planning and organizing department training programs to establish a state approved operational plan in order to meet minimum continuing education requirements. This shall include maintaining State and National certification.
5. To assure that supplies are ordered and received as needed.
6. Responsible to have appropriate staffing in accordance with the department needs.
7. Coordinate preventative maintenance and repairs for all equipment and vehicles used by the department.
8. In conjunction with the Public Safety Director, perform employee reviews, conduct internal investigations regarding breach of policies and procedures, and propose disciplinary action.
9. Control and inventory of narcotic medications as required by U.S. Department of Drug Enforcement Administration regulations.
10. Responsible for Department's Quality Assurance Program to ensure that EMS personnel abide by written policy & protocols on all ambulance runs pertaining to patient care and narcotics used.
11. Respond to emergency ambulance calls for the purpose of assisting the responding crew or supervising and reviewing the crew's performance.
12. Assist in establishing minimum standards of training and technical competence for all ambulance department personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

13. Assist in developing rules, regulations and standard operating guidelines governing both emergency and non-emergency operations of the department.
14. Complete internal investigations regarding employee misconduct and recommended discipline.
15. Assist in the development of long range plans for the training, operations, staffing, and equipment of the department.
16. Develop and maintain effective working relationships with department members, community officials and local government agencies.
17. Prepare schedules and ensure that minimum staffing is maintained.
18. Assist in the development and implementation of EMS public safety education programs for civic, fraternal, educational, institutional organizations or agencies.
19. Supervise the training officer/committee with planning, organizing, supervising, and coordinating the ambulance department training program.
20. Participate in local, regional, state and national conferences and seminars on EMS administration, prevention, public education, and suppression to maintain a continuing level of professional and technical competence.
21. Assists the Public Safety Director in preparing annual budget.
22. Oversees the maintenance of facilities, vehicles and communications equipment as established by policy.
23. Attends EMS meetings of city, county and state and emergency government organizations as required.
24. Perform other assignments as directed.
25. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish and maintain effective working relations with the EMS personnel, community officials and the general public.
2. Thorough knowledge of ambulance department administration, medical protocols, training and the medical principles involved in emergency medical services.
3. Extensive knowledge of and skill in supervision and discipline of employee misconduct.
4. Considerable knowledge of public relations.
5. Ability to plan, assign, direct and supervise EMS personnel under emergency conditions.
6. Ability to manage a multi-casualty scene, recognize danger, use sound judgment and react calmly under emergency conditions.
7. Extensive knowledge of the geography of the community, the location of streets, the nature and location of hazardous premises, principle buildings, EMS communications equipment.
8. Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.

KNOWLEDGE, SKILLS AND ABILITIES (Continued):

9. Thorough knowledge of the use of medical equipment & tools and an ability to demonstrate their use to others.
10. Considerable knowledge of teaching methods and aids, with the ability to organize, instruct personnel and supervise training drills.
11. Ability to plan, coordinate and supervise assignments within the department.
12. Ability to perform job analysis and evaluate department operations.
13. Act as Director of EMS Division when required.

EDUCATION AND EXPERIENCE REQUIRED:

1. Successful EMS supervisory experience of at least five (5) years preferred.
2. High School graduate or equivalent.
3. Possession of Nationally Registered EMT – Paramedic Licensure.
4. Possession of a valid Wisconsin driver’s license with acceptable driving record.
5. Residency in Monroe County preferred.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

1. Frequently works outdoors with exposure to heat, and inclement weather.
2. Exposure to frequent patient pathogens requires the use of personal protective equipment such as gloves, mask, and goggles as dictated by the nature of call.
3. Lifts and carries patients and equipment. Lift 150 pounds with assistances.
4. Maintain a professional image and wear an approved department uniform.
5. Frequent twisting and bending.
6. Reaches above and below shoulder height.
7. Be able to stand for extended periods of time.
8. Pushes and pulls patients and equipment frequently. Possibility of sitting for long periods of time during patient transport.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Signature of Employee

Date

Signature of Employer

Date

CITY OF TOMAH JOB DESCRIPTION

POSITION: Deputy Fire Chief **DEPARTMENT:** Public Safety - Fire
SUPERVISOR: Public Safety Dir./Fire Chief **CLASSIFICATION:** Salaried - Exempt
PAGE: 1 of 5 **Non Represented**

Prepared: September 2020 **GRADE:** M
Council Approved:

GENERAL DESCRIPTION OF DUTIES: The Deputy Fire Chief works within the Department organization for general day-to-day activities and during calls for service. This position reports to the Public Safety Director/Fire Chief. The Deputy Fire Chief performs supervisory duties as follows: Supervise and instruct subordinate personnel and allocate work assignments for Fire Division personnel, both fulltime and paid-per-call. In the absence of the Public Safety Director/Fire Chief, assume full command of Public Safety – Fire Division. This position exists to perform and/or supervise administrative programs of the department. Furthermore, this position involves the utilization of manpower, development and training of personnel, performance evaluation, organization morale, personnel safety, equipment maintenance and utilization, assistance with budget preparation, the enforcement of the codes and ordinances of the municipality and the policies and guidelines of the Fire Department.

EXAMPLES OF WORK PERFORMED:

Under the general direction of the Public Safety Director/Fire Chief, this employee is responsible for answering calls, extinguishing fires, protecting life and property, operating and maintaining fire equipment, apparatus and the station. The position requires extensive knowledge in the use of apparatus, tools, and equipment while making decisions as to the best methods for controlling and extinguishing fires. This will require performing strenuous, hazardous tasks under emergency conditions with handicaps as smoke and cramped surroundings. This employee will perform inspections of buildings for fire hazards, participate in the training of department personnel, use of the Incident Command System, and assist with short and long-term planning and budget preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

1. Assist Public Safety Dir./Fire Chief in administering the functions of planning, organizing, directing, coordinating, and controlling the operations of the Fire Division and its personnel.
2. Supervise the day to day activities of Fire officers and staff.
3. Monitor the planning, organization, and conduct, of fire suppression activities, including planning for man-made or natural disasters in the City of Tomah and neighboring municipalities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

4. Monitor the planning, organization, and conduct of departmental activities related to the inspection of properties for fire hazards and code enforcement, arson prevention and investigation, fire prevention, community education, and training.
5. Represent the Public Safety-Fire Division at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operation; provide liaison with other organizations and groups on matters related to the departments operations.
6. Maintain appropriate records and prepare reports. Supervise and assure maintenance of fire equipment.
7. Assist in supervising all fire prevention, public education, and rescue and fire suppression activities of the Department, as assigned.
8. Respond to fires and other emergency and non-emergency calls for service, 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 members utilizing the Incident Command System.
9. Assist in developing rules, regulations, policies and standard operating guidelines governing both emergency and non-emergency operations of the Department and enforcement of same.
10. Have considerable knowledge of teaching methods and aids and be able to organize and supervise drill sessions and instruct personnel.
11. Know the community's geography, street locations, nature and location of hazardous premises, principal buildings, fire communications equipment, fire hydrants and other water sources.
12. Attend special conferences; participate and continue education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
13. Assist with the preparation and review the Public Safety – Fire Division's annual operating budgets for consideration by the Mayor and the Common Council.
14. Assist the Public Safety Dir./Fire Chief with the development, coordination and annual review of the assistance agreements entered into with other jurisdictions.
15. Perform employee reviews, conduct internal investigations regarding breach of policies and procedures, and propose disciplinary action.
16. Research and apply for available grants.
17. Maintain good public relations.
18. Perform duties of firefighter when required
19. Prepare Comprehend, or interpret a variety of documents such as fire incident reports, photographs, police reports, telephone messages and other documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

20. Interpret and use hazardous materials standard operational guidelines, chemical reference materials, Environmental Protection Agency and Occupational Safety and health materials, the NFPA standards, maps and various policy and procedure manuals.
21. Establish and maintain effective working relations with Fire personnel, community officials, others outside of Department and the general public to convey or exchange information, including giving assignments and/or directions to subordinates and receiving instructions from supervisors.
22. Perform other duties as required or assigned
23. Act as Chief of Public Safety – Fire Division when required.
24. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It shall be the direct responsibility of the department heads and the first line supervisors to be sure all employees of the City of Tomah comply with the safety rules and regulations. Department heads and first line supervisors shall establish procedures to ensure enforcement of said rules and regulations.

EDUCATION AND EXPERIENCE REQUIRED:

1. Associate Degree in Fire Service preferred or closely related field supplemented by the completion of other college level courses in public or business administration or related fields; or equivalent combination of experience
2. Five (5) years of progressive responsible experience with the fire service and or equivalent combination of work experience
3. Preferred minimum of State Certified Fire Fighter 2 or within two years of appointment.
4. Graduate or current enrollment in the National Fire Academy's Executive Fire Officer (EFO) Program is preferred but not required.
5. A valid Wisconsin Driver's License is required.
6. Must have knowledge in the principles and application of leadership
7. Progressive responsibilities
8. Must be able to perform the essential tasks/functions of the job
9. Preferred Incident Safety Officer.
10. Must complete State Certified Fire Inspector within two years of appointment
11. Must complete ICS 300 within one year of appointment
12. Must complete ICS 400 within two year of appointment
13. Must have knowledge in the principles and application of leadership
14. Must completed Entry Level Driver/Operator within two years of appointment
15. Residency within Monroe County Preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of tactics, techniques, and equipment used to contain and extinguish fires.
2. Knowledge of conditions and events that produce fire and characteristics associated with different kinds of fires.
3. Knowledge of water supply, gas, electrical, mechanical, hydraulic systems and fire protection systems (Hydrants, sprinklers, alarms).
4. Knowledge of national standards, state laws and administrative codes related to the prevention of fires and procedures for inspection and enforcement.
5. Knowledge of methods used to deal with hazardous or life threatening situations, including those associated with the storage and transportation of flammable liquids, gases, chemicals, petroleum products, combustible, and other hazardous materials; building construction materials; a vehicle, railroad and pipeline accidents; medical emergencies; natural and man-made disasters.
6. Knowledge of municipal administration including the structural functions of city government; principals of management; budget planning and the control; purchasing; personnel management; performance evaluation; public relations.
7. Knowledge of the role and responsibilities of the Police and Fire Commission in Wisconsin.
8. Knowledge of PC's including fire service related software, E-Mail, and internet, as well as other applications of fire service management.
9. Skills in oral or written communications, policy development, public speaking.
10. Skills in successful recruiting, testing, selecting, training, and supervising firefighters and officers.
11. Skills in the effective use of appropriate disciplinary methods and fair, impartial enforcement of the departmental rules.
12. Knowledge of fire prevention codes and ordinances, fire hazards and the methods and techniques of fire inspection and investigation.

PHYSICAL REQUIREMENTS:

1. Ability to coordinate eyes, hands, feet and limbs performing movements requiring skill and training;
2. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling;
3. Reaching shoulder height frequently as well as reaches above and below the right shoulder height;
4. Occasional bending;
5. Ability to sustain prolonged visual concentration;
6. Moderate, short, to intermittent use of equipment and ability to react with sudden movements, which may involve heavy to very heavy demands;
7. 75% of workday is spent sitting;
8. 15% of workday is spent walking;
9. 10% of the workday is spent standing;

PHYSICAL REQUIREMENTS (Continued):

- 10. Walking, running, jumping, dodging obstacles, climbing, dragging, pushing and pulling objects or people;
- 11. All percentages above will vary depending upon the duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date