

Introduced by: Mayor, Haggerty, Johnson  
Date: 04/03/12  
Action: Adopted  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-021**

**A RESOLUTION APPROVING A RESIDENCY REQUIREMENT FOR FIRE  
AND EMERGENCY SERVICE AREA CHIEFS, DEPUTY CHIEFS, ASSISTANT  
CHIEFS, AND BATTALION CHIEFS TO BE INCLUDED IN THEIR  
JOB DESCRIPTIONS**

- WHEREAS,** on October 13, 2009, the assembly passed Resolution 2009-072, a Resolution Approving Job Descriptions for Administrative Service Employees; and
- WHEREAS,** on April 5, 2011, the assembly passed Resolution 2011-026, a Resolution Approving an Appendix A Job Description for the Anchor Point Fire and Emergency Medical Service Area Chief; and
- WHEREAS,** on September 6, 2011, the assembly passed Resolution 2011-092, a Resolution Authorizing an Administrative Service Job Description for the Anchor Point Fire and Emergency Service Area Deputy Chief; and
- WHEREAS,** the positions of Chief, Deputy Chief, Assistant Chief, and Battalion Chief of fire and emergency response service areas do not require the employee holding such position to reside within close proximity to a station or in the service area; and
- WHEREAS,** such a residency requirement will likely improve the timeliness of responses to emergencies and provide improved services to residents; and
- WHEREAS,** at its meeting of March 14, 2012, the Anchor Point Fire and Emergency Medical Service Area board recommended approval with requested amendment; and
- WHEREAS,** at its meeting of March 15, 2012, the Central Emergency Service Area Board recommended approval by unanimous consent; and
- WHEREAS,** at its meeting of March 8, 2012, the Kachemak Emergency Service Area Board voted to not support the resolution; and
- WHEREAS,** at its meeting of February 29, 2012, the Nikiski Fire Service Area Board recommended approval;

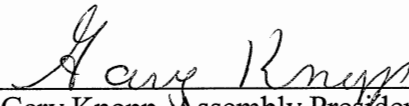
**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI  
PENINSULA BOROUGH:**

**SECTION 1.** That the position descriptions set forth in Addendum A attached for the Chiefs, Deputy Chiefs, Assistant Chiefs, and Battalion Chiefs are approved as modified to include the following language:

Residency: Within six months from date of hire, the Chief/Deputy Chief/Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

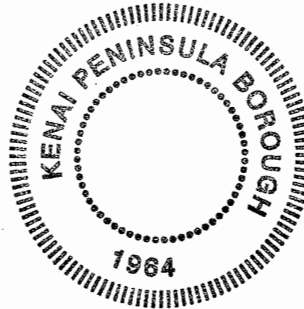
**SECTION 2.** That this resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 3RD DAY OF APRIL, 2012.**

  
\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

  
\_\_\_\_\_  
John Blankenship, Borough Clerk



Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp  
No: None  
Absent: None

Position Description: Chief

Anchor Point Fire & Emergency Medical Service Area

Service Type: Appendix A - Level 3

Definition: Under direction and supervision of the Mayor or the Mayor's designee, and with recommendations from the Anchor Point Fire & Emergency Medical Service Area Board, the Chief is responsible for the supervision and direction of total fire department activities including fire, medical, rescue, and hazardous material; budget development and implementation; and, personnel evaluations.

Minimum Qualifications: A bachelor's degree related to public service, or equivalent experience of at least 10 years of professional firefighting and EMS experience and must have been in a supervisory position and included emergency medical response, hold at least a Firefighter 1 and EMT 1 Certification, including knowledge of applicable regulations and requirements for all administrative and operational aspects of fire operations. The candidate must document administrative experience supervising personnel, budgets, and equipment; and have a valid Alaska driver's license to perform all job functions. Completion of the four year National Fire Academy Executive Fire Officer Program is highly desired. Must possess excellent computer skills, have knowledge of communications equipment, and be proficient in budget management; and, at least five years of experience in supervising personnel and volunteers.

Residency: Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

Essential Functions:

1. Plans and directs all administrative functions for the Anchor Point Fire & Emergency Service Area, as well as supervises the development and implementation of the operations budget.
2. Directs and coordinates the training of paid full-time staff, paid on-call staff and volunteer personnel.
3. Develops and maintains required records, check-lists, daily station log and other documents related to Anchor Point Fire & Emergency Service Area operations including policies and procedures and standard operating guidelines. Is responsible for providing employee and volunteer records as required to the Human Resources Department.
4. Identifies and pursues grants in coordination with the Community and Fiscal Projects Manager on behalf of the Anchor Point Fire & Emergency Service Area.
5. Maintains fire and EMS inventories of equipment and supplies.
6. Prepares various reports, as well as meeting all local, state and federal reporting requirements for any incidents that occur and are the responsibility of the Anchor Point Fire & Emergency Service Area to report.

7. Schedules and coordinates vehicle, (including the Nikolaevsk station vehicles), equipment and building maintenance as required. Ensures that maintenance logs are up-to-date and current at all times.
8. Performs vehicle and equipment maintenance checks, each morning if vehicles have been in service the previous night, and completes daily vehicle maintenance check form.
9. May respond to emergencies, if qualified and certifications are current. Ensures that responding employees act only in the capacity in which the employee is qualified to perform.
10. Orders supplies, training materials, and equipment as directed.
11. Coordinates various administrative functions with applicable borough departments and ensures that proper protocols and procedures are followed at all times.
12. Attends all Anchor Point Fire & Emergency Service Area Board meetings and provide monthly status reports on budget, maintenance, trainings, call volumes and any other reports requested by the Anchor Point Fire & Emergency Service Area Board.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If qualified to respond to emergencies: While performing the duties of this job, the employee is frequently required to stand, walk, use hands to feel or handle objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear, and smell. The employee must frequently transport up to 50 pounds, and occasionally transport over 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description: Deputy Chief-Anchor Point Fire and Emergency Service Area

Service Type: Administrative – Level 2

Definition: Under the general direction and supervision of the Anchor Point Fire Chief, the Deputy Chief is responsible for the supervision and direction of emergency medical services and emergency medical personnel as designated by the Chief.

Minimum Qualifications: An Associate Degree in Fire Science, Emergency Medical Science, Administration, Management or other related business field or equivalent experience of at least seven years of increasing responsibility as a full time member of a recognized emergency service agency, including four years of supervisory experience. Possession of, or progression toward, Fire and Emergency Services Officer Certification. Current possession of State of Alaska Certification as a Mobile Intensive Care Paramedic, Possession of EMT-I, EMT-II Instructor Certification, with progression toward EMT-III Instructor Certification, and Firefighter I Certification within one year from date of employment. Must have knowledge of the Incident Command System; the ability to analyze an emergency scene and plan a course of action and the ability to transmit information accurately and precisely through oral and radio communications on emergency scenes. Must have the ability to write accurate and comprehensive reports. Must possess excellent computer skills and have knowledge of communications equipment. Valid driver's license, and evidence of a good driving record is required at time of hire and must be maintained at all times.

Residency: Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

Essential Functions:

1. Assists the Chief with management responsibility for assigned services and activities of the fire department including emergency medical services and injury prevention.
2. Participates in the development and implementation of goals, objectives, policies and activities that affect the department.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, including the recommendation of appropriate service and staffing levels within departmental policy.
4. Supervises the Emergency Medical Service Division and educational activities, including but not limited to the EMS Policies, procedures, ambulances, equipment and supplies of the service division.
5. Supervises and/or coordinates personnel/volunteer member training.
6. Monitors and maintains inventory of ambulance and medical supplies, including Schedule II narcotics and DEA registration.

7. Participates in the development and administration of the Department's annual budget and in the forecast of funds needed for staffing, equipment, materials, and supplies. Monitors and approves expenditures making adjustments as necessary.
8. Supervises and administers the department's capital improvement and grant projects; coordinates the facility and fleet maintenance and general projects.
9. Ensures that equipment, safety clothing, apparatus and supplies are specified, purchased, received and distributed consistent with Borough policy.
10. Serves as liaison for Anchor Point Fire with other departments, divisions and outside agencies; negotiates and resolves sensitive and controversial issues; coordinates special community programs. Responds to and resolves difficult and sensitive citizen inquiries and complaints
11. Serves as staff representative on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence. Attends professional group meetings.
12. Provides staff assistance to the Chief; conducts a variety of organizational studies, investigations and operational studies at the direction of the Chief; recommends to the Chief modification to the Fire/EMS programs, policies and procedures as appropriate.
13. Responds to emergency and non-emergency incidents as outlined by standard operating guidelines.;
14. Assumes responsibility of the Department in the absence of the Chief.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examination: A physical examination is required

**Position Description: Fire/EMS Chief – Central Emergency Services**

**Service Type: Administrative – Level 6**

**Definition:** Under the general direction and supervision of the borough mayor and/or designee with the advice and recommendations of the Central Emergency Service Area board, the chief is responsible for the supervision and direction of the department's activities including planning, both long- and short-range; budget development and implementation; personnel supervision; fire prevention activities; arson investigation; emergency medical services; fire suppression activities; disaster and other emergency activities; enforcement of Uniform Fire Code; coordination of the departments functions with other governmental organizations; and public relations.

**Minimum Qualifications:** A bachelors degree from an accredited college/university, or related equivalent experience and ten years of increasingly responsible professional firefighting/EMS experience, seven years of which must have been as an officer substantially equivalent to the description of Fire Officer III, NFPA No. 1021 (National Fire Protection Association). Administrative experience must include supervising personnel, preparation and implementation of budgets and equipment maintenance and specification. Must possess the knowledge of command principles and practices including the incident command system and have the ability to size-up an emergency scene and to plan a course of action for either controlling or eliminating the emergency; to transmit information accurately and precisely through oral and radio communications; to communicate effectively in oral and written formats; and to write comprehensive reports. A valid Alaska driver's license is required and must be maintained at all times to perform all job functions. A BS or MS degree in Fire Administration or Business Administration, certification as a Paramedic, or a graduate of the Executive Fire Officer Program preferred.

**Residency:** Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

**Essential Functions:**

1. Plans and directs the total operation of the department.
2. Supervises the development and implementation of the department budget. Monitors the expenditures of service area funds to ensure compliance with the adopted budget and borough policy.
3. Represents the department at functions pertaining to the Central Emergency Services Area.
4. Attends CESA board meetings, providing information to facilitate the development of policy by the board.
5. Identifies, develops, and implements departmental policies and guidelines to ensure that regulatory, legislative, and board policy matters are appropriately addressed.
6. Evaluates the effectiveness and service life of facilities, equipment, and apparatus to maintain essential response capability for the department. Prepares budget requests,

drafts specifications, develops bid documents, performs acceptance tests, and approves final acceptance for replacement. Maintains and updates the department's Vehicle and Facility Replacement Fund.

7. Monitors and prepares legislation as it relates to service area activities. Presents testimony on legislative matters that impact the service area.
8. Develops and monitors long-range plan for the Central Emergency Service Area.
9. Performs firefighting duties according to standard operating procedures, including direct ring water and chemical agents for the control and extinguishment of fires, positioning and climbing ladders for rescue and fire extinguishments, creating openings into buildings, protecting property from water and smoke damage, and emergency rescue operations for fire trapped victims.
10. Supervises, through subordinate officers, the training of both paid and on-call personnel
11. Directs, through subordinate officers, the department's public relations efforts, including campaigns to present the need for changes in laws and policies and to encourage fire prevention.
12. Assures that policies are developed to implement the enforcement of the Uniform Fire Code.
13. Establishes procedures to ensure department coordination with other governmental agencies is immediate and smooth, especially as it pertains to emergency situations and arson investigations.
14. Coordinates CES activities with borough departments and other organizations.
15. Supervises and evaluates employees through subordinate officers.
16. Negotiates contracts or agreements on behalf of the CESA Board.
17. Represents CESA on state and local fire and EMS organizations.
18. Represents CESA on the Local Emergency Planning Committee and the 911 Board.

Other Functions:

1. Other related duties.

Physical Demands: Must be able to perform emergency firefighting and emergency medical duties on an as needed basis. While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examination: A physical examination is required.



**Position Description: Assistant Chief – CES**

**Service Type: Administrative-L4**

**Definition:** Under the general direction and supervision of the CES chief, the assistant chief is responsible for the development and implementation of administrative and management services as designated by the chief, manages the emergency medical services program, and supervises the operations division of the department. Serves as a member of the management team, administrative and command staff.

**Minimum Qualifications:** A bachelors degree from an accredited college or university, or related equivalent experience and ten years of increasingly responsible professional firefighting/EMS experience with a strong background in emergency medical services, five years of which must have been as an officer substantially equivalent to the description of Fire Officer III, NFPA No. 1021 (National Fire Protection Association). Administrative experience in: supervising personnel; budget preparation and expenditure accounting; and apparatus/equipment specification, purchase, and maintenance. Must have knowledge of the incident command system; the ability to size-up an emergency scene and to plan a course of action for either controlling or eliminating the emergency; the ability to transmit information accurately and precisely through oral and radio communications on emergency scenes; and the ability to write accurate and comprehensive reports. A valid Alaska driver's license is required and must be maintained at all times to perform all job functions. A BS or MS degree in Fire Administration or Business Administration, certification as a Paramedic, and a graduate of the Executive Fire Officer Program preferred.

**Residency:** Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

**Essential Functions:**

1. Participates in the development and implementation of administrative policies and guidelines resulting from regulatory processes and regulations that affect the department.
2. Participates in contract administration, product research and evaluation, grant development/administration, and long-term planning processes for the department.
3. Participates in the development and coordination of medical control, field policies for emergency responses, and evaluation of program effectiveness and supervises the medical quality assurance program. Works with the physician advisor to monitor the medical program for the department. Supervises and administers the ambulance billing program for the department.
4. Participates in budget development and implementation for fiscal year.
5. Summarizes and interprets data; prepares monthly, quarterly, and annual reports; and prepares other reports as necessary.

6. May represent the department with other agencies, departments, and organizations as their programs relate to the department.
7. Directly supervises the station captains and the operations division of the department. May prepare employee discussion forms, and/or administer disciplinary actions.
8. Assumes the duties of the Central Emergency Services chief in his absence.

Other Functions:

1. Supervises, directs, and performs firefighting (under AS 18.70), rescue, and medical duties as outlined by standard operating guidelines during emergency responses.
2. Administration of computer system including: system maintenance; system design; software and hardware research, purchase and installation; and develops system security standards. May troubleshoot system problems.
3. Supervises the delivery of fire safety education and fire prevention programs.
4. Supervises and assists, as needed, with department training for all personnel.
5. Represents the department at community events, other governmental functions, and with other agencies when assigned.
6. Serves as a member of the command, administrative, and management team staff.
7. Supports the policy and direction of the CESA Board of Directors, the chief's policies and guidelines, and the borough's policies and administrative directives. The assistant chief will exercise fiscal responsibility in all of his actions.
8. Serves as a command officer at complex incidents.
9. Other duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examination: A physical examination is required.

**Position Description: Chief-Kachemak Emergency Service Area**

**Service Type: Administrative – Level 3**

**Definition:** Under the general direction and supervision of the borough mayor or his designee and the Kachemak Emergency Service Area board, the chief is responsible for the supervision and direction of the department's activities including fire prevention and fire suppression activities: fire investigation; emergency medical services; budget implementation; recruitment and retention; personnel training, supervision, and evaluation; and public relations.

**Minimum Qualifications:** Must have knowledge of command principles and practices, including the incident command system; the ability to size-up an emergency scene and to plan a course of action for either controlling or elimination the emergency; to transmit information accurately and precisely through oral and radio communications; the ability to communicate effectively in oral and written formats; and to write comprehensive reports. Must have minimum certification or eligible for certification as a Firefighter I, EMT I. Ten years of increasingly responsible firefighting/EMS experience, five years of which must have been as a fire officer or equivalent leadership or managerial position in a fire department, municipal emergency service organization or related public safety operation or private business organization supervising personnel, budget, and equipment. Must possess a valid Alaska driver's license that permits the performance of all job duties.

**Residency:** Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

**Essential Functions:**

1. Plans and directs the operation of the department, including the delivery of fire suppression, emergency medical services, and related services.
2. Responds to fire and emergency medical service calls as appropriate and assumes command at major alarms as needed.
3. Administers the department budget. Monitors the expenditures of service area funds to ensure compliance with the adopted budget and borough policy. Applies for grant funding when applicable.
4. Attends KESA board meetings, providing information to facilitate the development of policy by the board.
5. Develops and implements departmental policies, standing orders, and guidelines to ensure that regulatory, legislative, and board policy matters are appropriately addressed.
6. Supervises the maintenance of department equipment, apparatus, and facilities.
7. Evaluates the effectiveness and service life of facilities, equipment, and

apparatus to maintain essential response capability for the department. Budgets, drafts specifications, bids, acceptance tests, and approves final acceptance for replacement, as needed.

8. Supervises the maintenance of department records, reports, correspondence, and other documents.
9. Develops and supervises delivery of department training programs.
10. Responsible for volunteer recruitment and retention.
11. Supervises and evaluates all employees and volunteers, including the selection, promotion, assignment, discipline, and termination of volunteer personnel. Makes recommendations to the KESA board in hiring, promotion, or termination of paid personnel.
12. Assist KESA board in developing and amending the budget and the long and short range plans for the service area.

Other Functions:

1. Directs the department's public relations efforts to encourage fire prevention.
2. Assists the public with fire code compliance and cooperates with the state fire marshal in fire code enforcement.
3. Establishes procedures to ensure that department coordination with other governmental agencies is immediate and smooth, especially as it pertains to emergency situations.
4. Represents the department to other government official and private agencies. Attends public and professional meetings to represent the department's interest and to keep abreast of current trends and developments.
5. Other duties as directed.

Physical Demands:

High frequency of exposure to hazardous situations in performance of firefighter or EMT duties. Regularly required to work at irregular hours and on holidays. Regularly on-call by pager for emergency calls.

A physical examination is required.

Position Description: Assistant Chief-Kachemak Emergency Service Area (KESA)

Service Type: Administrative - Level 2

Under the general direction and supervision of the KESA chief, the assistant chief is responsible for the development and implementation of administrative and management services as designated by the chief, manages the emergency medical services program, and supervises the operations division of the department. Serves as a member of the management team, administrative and command staff.

Minimum Qualifications: High school diploma or equivalent. Ten years of increasingly responsible firefighting/EMS experience, five years of which must have been as a fire officer or equivalent leadership or managerial position in a fire department, municipal emergency service organization or related public safety operation or private business organization supervising personnel, budget, and equipment. Must have knowledge of command principles and practices, including the incident command system; the ability to size-up an emergency scene and to plan a course of action for either controlling or eliminating the emergency; to transmit information accurately and precisely through oral and radio communications; the ability to communicate effectively in oral and written formats; and to write comprehensive reports. Must have minimum certification as an NFPA Firefighter II or equivalent and a Stet of Alaska Certified EMT II or Paramedic. Must possess an Alaska driver's license that permits the performance of all job duties.

Residency: Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

Essential Functions:

1. Participates in planning and directing the operation of the department, including the delivery of fire suppression, emergency medical services, and related services.
2. Responds to fire and emergency medical service calls as appropriate and assumes command at complex alarms as needed.
3. Participates in the development and implementation of the department budget. Assists in monitoring the expenditures of service area funds to ensure compliance with the adopted budget, borough policy and KESA Board of Directors.
4. Participates in contract administration, product research and evaluation, grant development/administration, and long-term planning processes for the department.
5. Participates in the development and coordination of medical control, field policies for emergency responses, and evaluation of program effectiveness and supervises the medical quality assurance program. Works with the physician advisor to monitor the medical program for the department. Supervises and administers the ambulance billing program for the department.

6. Summarizes, prepares and maintains records and interprets data; prepares monthly, quarterly, and annual reports; and other reports as necessary.
7. May represent the department with other agencies, departments, and organizations as their programs relate to the department.
8. Directly supervises the department officers and the operations division of the department. May prepare employee discussion forms, and/or administer disciplinary actions.
9. Assumes the duties of the Kachemak Emergency Services Area Chief in his absence.

Other Functions:

1. Administration of computer system including: system maintenance; system design; software and hardware research, purchase and installation; and develops system security standards. May troubleshoot system problems.
2. Supervises the delivery of fire safety education and fire prevention programs.
3. Supervises and assists, as needed, with department training for all personnel.
4. Represents the department at community events, other governmental functions, and with other agencies when assigned.
5. Serves as a member of the command, administrative, and management team staff.
6. Other duties as directed.

Physical Demands:

High frequency of exposure to hazardous situations in performance of firefighter or EMT duties. Regularly required to work at irregular hours and on holidays. Regularly on-call by pager for emergency calls.

A physical examination is required.

**Position Description: Fire Chief - NFSA**

**Service Type: Administrative - Level 6**

**Definition:** Under the general direction and supervision of the Borough Mayor or his designee with advice and recommendations from the Nikiski Fire Service Area Board, the NFSA Fire Chief is responsible for the supervision and direction of total fire department activities including fire, medical, rescue, and hazardous material; budget development, grants development and implementation; personnel evaluations; fire and injury prevention activities; fire investigation; enforcement of Alaska State Fire Code(13 AAC 50.025); coordination of fire department functions with other governmental agencies and public relations. The Fire Chief will reside within a 20 minute response time of a department station.

**Minimum Qualifications:** A Bachelor's Degree in Fire Science, Para-Medicine or equivalent experience; ten years of increasingly responsible professional firefighting experience, seven years of which must have been as an officer substantially equivalent to the description of Alaska Fire Officer I. The candidate must document administrative experience supervising personnel, budgets, and equipment; and have a valid Alaska driver's license to perform all job functions. Completion of the four year National Fire Academy Executive Fire Office Program is highly desired.

**Residency:** Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

**Essential Functions:**

1. The Fire Chief assumes management responsibility for all Department services and activities, to include training, injury prevention, emergency medical services, and fire protection.
2. Directs personnel, oversees, and participates in the development of the department's goals, objectives, work plan and budget.
3. Plans and coordinates Department programs, services, and administrative matters with the Borough Mayor, including attending meetings with administrative staff and keeping the Borough Mayor informed of key needs, issues, and support requirements.
4. Helps develop and coordinate the NFSA Board agenda and work session items, including the review of agenda material, attend public hearings, and related proceedings to represent the Department.
5. Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
6. Through subordinate officers, directs the department's public relations efforts including campaigns to present the need for changes in laws and policies and to encourage fire prevention.

7. Assures that policies are developed to implement enforcement of the International Fire Code through the Alaska State Fire Marshal's Office.
8. Initiates internal investigations when appropriate and directs corrective action as needed.
9. Responsible for the review of all department personnel performance evaluations.
10. Attends civic, professional, and community group meetings to explain the activities and functions of the Department and to promote favorable public opinions and working relations.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus.

Examination: A physical examination and random drug and alcohol testing is required.



Position Description: Assistant Chief of Operations - NFSA

Service Type: Administrative - Level 4

Definition: Under the general direction and supervision of the NFSA Fire Chief, the Assistant Chief is responsible for the development and implementation of standard operating procedures for emergency operations, for the day-to-day procedures for fire department operations and for organizing and implementing appropriate training for departmental personnel and evaluating subordinates. The Assistant Chief will reside within a 20 minute response of a department station.

Minimum Qualifications: An Associates Degree in Fire Science or Para-Medicine or equivalent experience; EMT III with ACLS Certificate from the State of Alaska Emergency Medical Services Division; seven years of increasingly responsible professional firefighting experience, two of which must have been at the level of a multi-company commander or above; extensive knowledge of technical firefighting principles and practices; knowledge of the chemistry and physics of fire and the common causes and ignition sources of fires; knowledge of fire command principles and practices; knowledge of management and administration principles including long-range planning for funding, equipment and personnel; the ability to write comprehensive reports and to communicate effectively with subordinates, superiors and the community in general; and a valid Alaska driver's license to perform all job functions. Alaska Fire Officer I Certification required within 24 months of appointment.

Residency: Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

Essential Functions:

1. The Assistant Chief commands and directs all fire suppression and emergency medical services personnel as needed.
2. Through subordinate officers, directs the assignment, staffing and response condition of all firefighting and rescue activities.
3. Develops and implements standard operations policies for the day-to-day operation of the department, including maintaining continuity of operations among three paid full time shifts, paid on-call members and volunteers.
4. Represents the department, at functions pertaining to fire suppression, prevention, training and operations at all levels of government.
5. Directs and reviews the performance of subordinate officers, and oversees the day-to-day operations of the department.
6. Oversees fire department operations relating to emergency services delivery, training of personnel, and maintenance of apparatus and facilities.
7. Meets with other officers to develop goals, objectives, and plans to meet the

mission of the department.

8. Reviews Fire and EMS reports submitted by members for completeness and accuracy.
9. Reviews and helps prepare the annual budget.
10. Assumes the duties of the Fire Chief when designated.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel or handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell. The employee is occasionally required to sit. The employee must frequently transport up to 100 pounds, and occasionally transport over 200 pounds.

Examination: A bi-annual physical and random drug and alcohol testing is required.

Position Description: Battalion Chief for Training and Safety - NFSA

Service Type: Administrative - Level 3

Definition: Under the general direction and supervision of the NFSA Fire Chief or his designee, the Battalion Chief is responsible for the implementation of all the training and safety programs for the department. The Battalion Chief can assume the officer in charge of the stations' activities and all emergencies for a 24-hour shift. The Battalion Chief will reside within a 20 minute response of a department station.

Minimum Qualifications: An Associates Degree in Fire Science, Para-Medicine or equivalent experience; EMT III with ACLS Certificate from the State of Alaska Emergency Medical Services Division; seven years of increasingly responsible professional firefighting experience, two of which must have been at the level of a multi-company commander or above; extensive knowledge of technical firefighting principles and practices; knowledge of the chemistry and physics of fire and the common causes and ignition sources of fires; knowledge of fire command principles and practices; knowledge of management and administration principles including long-range planning for funding, equipment and personnel; the ability to write comprehensive reports and to communicate effectively with subordinates, superiors and the community in general; and a valid Alaska driver's license to perform all job functions. Alaska Fire Officer I and Fire Instructor I Certification required within 24 months of appointment. The Battalion Chief will act in the capacity as the department's safety officer.

Residency: Within six months from date of hire, the Chief/Deputy Chief/ Assistant Chief/Battalion Chief must establish residency within the service area or within a 20 minute response time to a station in the service area and continue such residency during the period of appointment.

Essential Functions:

1. The Battalion Chief is responsible for administrative work in planning, organizing, coordinating, and directing the training and safety activities of the Department.
2. Uses excellent customer service skills to establish and maintain effective working relationships with other employees, officials, and members of the general public.
3. Develops, delivers and evaluates training and safety courses for members of the department.
4. Participates in emergency functions up to or including commanding an emergency incident, and other emergency duties as needed.
5. Plans, directs, and coordinates training, projects, certification processes and programs.
6. Conducts studies to determine new or revised training.
7. Establishes and maintains timetables, including look-ahead scheduling of training programs.

8. May deliver lectures and classroom training, both basic and advanced.
9. Coordinates and tracks certification and/or re-certifications of staff required by State and Federal statutes.
10. Maintains records for training and safety, including lesson plan creation.
11. Assists in establishing, monitoring, and reviewing the budget.
12. Represents the Department at meetings, both internal and external, and updates department personnel on training and safety related matters.
13. May assume duties of NFSA Fire Chief when designated.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel or handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell. The employee is occasionally required to sit. The employee must frequently transport up to 100 pounds, and occasionally transport over 200 pounds.

Examination: A bi-annual physical and subject to drug and alcohol testing.