ORDINANCE NO. 2011-15

AN ORDINANCE OF THE TOWN OF EATONVILLE, WASHINGTON, REGARDING ITS FIRE DEPARTMENT, CREATING A NEW SECTION TO CHAPTER 2.28 OF THE EATONVILLE MUNICIPAL CODE (EMC), AMENDING EMC SECTIONS 2.28.010, 2.28.030, 2.28.040, 2.28.085, 2.28.120, 2.28.130, 2.28.140, 2.28.160, AND 2.28.170,, ADOPTING A JOB DESCRIPTION, REPEALING EMC SECTIONS 2.28.020, 2.28.050, 2.28.060, 2.28.070, 2.28.090, 2.28.100, 2.28.110, AND 2.28.150, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Council desires to improve its fire department to allow for better service to the Town's citizens; and

WHEREAS, the Council is the legislative authority of the Town of Eatonville,

THEREFORE, BE IT ORDAINED by the Council of the Town of Eatonville as follows:

Section 1. A new section is added to chapter 2.28 of the Eatonville Municipal Code, to be codified as EMC 2.28.005, to read as follows:

2.28.005 Creation and Purpose.

There is created in the Town of Eatonville a fire department, to be known as the Eatonville Fire/EMS Department. The purpose of this department is to safeguard the lives and property of the community from fire and other peril.

Section 2. Section 9 of Ordinance 92-12, codified as EMC 2.28.010, is amended to read as follows:

2.28.010 Members

The fire department created under this chapter shall consist of a fire chief, ~~one assistant fire chief,~~ and as many other officer positions and firefighter positions as are or may be approved by the town council.

Section 3. Section 9 of Ordinance 92-12, codified as EMC 2.28.030, is amended to read as follows:

2.28.030 Fire chief – Appointment and term

A position of fire chief is established, with compensation to be set by ordinance at the time of adoption of the budget.. The fire chief shall serve full~~part~~ time, shall be appointed by the mayor, and shall serve at the discretion of the mayor.

Section 4. Section 11 of Ordinance 92-12, codified as EMC 2.28.040, is amended to read as follows:

2.28.040 Fire Chief – Powers and Duties

The fire chief, under the direction of the mayor, is head of the Eatonville Fire/EMS Department and shall have the duties and responsibilities as set forth herein. The duties of the fire chief are as follows: ~~is responsible for planning, organizing and directing an emergency organization specifically concerned with minimizing the loss of life and property caused by fire. This includes the planning, direction, and coordination of personnel engaged in firefighting, fire inspections, training, maintenance and repair of fire equipment, alarm systems, and station upkeep, and to report all fires of criminal, suspected, or undetermined origin to the State Fire Marshal. The fire chief's duties shall also include the following:~~

A. Carries out supervisory responsibility in accordance with Town of Eatonville policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining members; addressing complaints and resolving problems ~~To have direct control, management and direction of all officers and firefighters of the fire department and the power to detail any of them to such public service as he/she may see fit, looking to the best interest and efficiency of the department~~;

B. Plans long-range goals, objectives, organizational structure, and overall direction for the Eatonville Fire/EMS Department ~~To carry out the enforcement of the rules and regulations of the department, and to be able to suspend or remove from service any officer or firefighter for cause in such manner as is provided in this chapter~~;

C. Monitors, reviews, and communicates the implementation phases of the Eatonville Fire/EMS Department's strategic plans to ensure that long range goals and objectives are met ~~To exercise supreme command over the department at fires and over all equipment belonging to it~~;

D. To cause all fires to be extinguished with the least possible danger to life and property and to the extent possible to prevent unnecessary damage by water at fires; however, the town shall not have any liability under this section for any damage caused by excessive water damage;

E. Plans and implements short-term or annual goals, objectives, and strategies for the Eatonville Fire/EMS Department to ensure efficient organization and completion of work ~~E. To see that the premises on which fires occur are left in such condition that they will not rekindle and cause further damage to life and property~~;

F. Plans, allocates, and monitors time, people, equipment, and other resources for the Town of Eatonville to ensure efficient organization and completion of work ~~To observe the general condition of the department and apparatus and make a monthly report to the supervisory body concerning same, along with a complete report of the activities of the department~~;

G. Plans for the staffing needs of the Eatonville Fire/EMS Department, coordinates the hiring process, and is responsible for the assignment of all Eatonville Fire/EMS Department personnel ~~To the extent possible, to make an investigation of each fire, keeping a record of and determining the cause, amount of loss to building and contents, amount of insurance coverage and insurance~~

~~paid, and number and description of each building destroyed, together with names of owners and occupants~~;

H. Plans, coordinates, assign and monitor performance and coaches, counsels, mentors, trains, and advise members in Eatonville Fire/EMS Department for the dual goals of meeting Eatonville Fire/EMS Department goals and member career development;

I. Confers with the Town of Eatonville Administration to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist the Administration in making needed improvements ~~No member of the department shall be eligible for appointment as fire chief or assistant fire chief whose night is not spent within the town limits~~;

J. Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy ~~It shall be the duty of the fire chief to see that all new hose is tested at 200 pounds hydrostatic pressure, and that all hose is tested annually at 150 pounds hydrostatic pressure~~;

K. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications ~~It shall be the duty of the fire chief to see that the fire hall is heated during the winter~~;

L. Supervises special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to administration, elected officials, and others ~~It shall be the duty of the fire chief to see that all hose is washed and dried after use at fires and drills, and that all fire equipment is kept in good condition and constantly ready for use~~;

M. Represents the Town of Eatonville at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues ~~It shall be the duty of the fire chief to see that each town firefighter is properly trained, and provided with updated training on a regular basis~~;

N. Collects, analyzes, recommends, and reports on data concerning budget preparation, grant administration, personnel analysis, etc.;

O. Secures, justifies, and monitors use of budgetary monies and capital;

P. Operates assigned vehicles in accordance with all applicable laws and regulations;

Q. ~~H.~~ The chief is authorized and empowered ~~and required~~ to inspect from time to time, all buildings and premises where accumulations of combustible materials or other hazardous conditions are liable to exist, and to issue such changes and recommendations required for compliance with current town fire codes. For purposes of inspection, he/she is empowered to enter any and all buildings and premises at any reasonable hour, subject to federal and state law, including but not

limited to the Fourth Amendment to the United States Constitution, and article I, section 7 of the Washington Constitution.

R. Any additional duties as set forth by the mayor and town council, which shall be on file with the Town Clerk and maintained as set forth in EMC 2.30.010.

Section 5. Section 1 of Ordinance 2009-9, codified as EMC 2.28.085, is amended to read as follows:

2.28.085 Firefighter position – Established.

A new position of fire department firefighter is established, with duties and compensation to be set by the mayor, consistent with the town's budget. The firefighter shall be appointed by the fire chief, with consent of the mayor. The duties of the firefighter shall be on file with the Town Clerk and maintained as set forth in EMC 2.30.010.

Section 6. Section 1 of Ordinance 2010-5, codified as EMC 2.28.120, is hereby amended to read as follows:

2.28.120 Per diem – Compensation.

Eatonville Fire/EMS Volunteers will be reimbursed for their activities via the "Point System". No Volunteer Firefighter or EMS worker shall receive a salary for work performed while volunteering.

Volunteer Firefighters will receive points as follows:

Fire, EMS & Public Safety Incidents	1 point
Fire, EMS & related training < 3 hrs.	1 point
Fire, EMS & related training 3 to 6 hrs.	2 points
Fire, EMS & related training 6 to 8 hrs.	3 points
Special Events or Assignments < 4 hrs.	2 points
Training Instructor	2 points
Station Standby	1 point/3 hours in station

The total of all points accrued by all Volunteers will be divided into the ~~monthly~~ quarterly budgeted allotment to determine the value of one point. The value of one point is then multiplied by the number of points each volunteer accrued during the ~~month~~ quarter to determine individual compensation.

Example: The total of all accrued points for all the Volunteers for the ~~month~~ quarter is 100. The budgeted amount for the ~~month~~ quarter is $500.00. Five hundred divided by 100 makes the value of each point $5.00.

Firefighter Volunteer Jon Doe responded on six emergency incidents and attended two, two hour training sessions and one special event. Jon has accrued 10 points for the ~~month~~ quarter. Jon has earned $5.00 times 10 points, so Jon earned $50.00 for the ~~month~~ quarter.

Volunteers transporting and assisting in patient care, in an ambulance, shall be compensated at the rate of $50.00 per transport to the hospital and $25.00 for transport to meet ALS ambulances.

Point system compensation will be paid quarterly, at the end of the month following the end of the quarter. Transport compensation will be paid monthly.

Section 7. Section 7 of Ordinance 108 (Art. 1, 1934), codified as EMC 2.28.130, is hereby amended to read as follows:

2.28.130 Entry to firehouse~~ or handling apparatus prohibited – Exception.~~
No person shall be allowed to enter any firehouse~~ or handle any apparatus or implements belonging to the department~~ unless accompanied by an active member of the department.

Section 8. Section 20 of Ordinance 92-12, codified as EMC 2.28.140, is hereby amended to read as follows:

2.28.140 Apparatus – Hiring or letting out prohibited – Exception.

No fire equipment or apparatus shall be rented, leased, borrowed, loaned, or let out for hire, except on consent of the mayor and the fire chief. ~~and then only in the case of a fire or other emergency in an adjacent or neighboring municipality, or neighboring fire district through a mutual aid agreement.~~

Section 9. Section 14 of Ordinance 92-12, codified as EMC 2.28.160, is hereby amended to read as follows:

2.28.160 Assistant fire chief ~~of training and safety~~ – Powers and duties.

A new position of ~~fire department~~ assistant fire chief ~~of training and safety~~ is established, with duties and compensation to be set by the mayor, consistent with the town's budget. The assistant fire chief is authorized, empowered and required to carry out the duties of fire chief, in his/her absence, or any portion of such duties and he/she may be ordered to do by the fire chief. The assistant chief shall be appointed by the fire chief, with consent of the Mayor. The duties of the assistant fire chief shall be on file with the Town Clerk and maintained as set forth in EMC Section 2.30.010.

Section 10. Section 1 of Ordinance 2008-17, codified as EMC 2.28.170, is hereby amended to read as follows:

2.28.170 Firefighter/paramedic.

A new position of fire department firefighter/paramedic is established, with duties and compensation to be set by the ~~council~~ mayor, consistent with the town's budget. The firefighter/paramedic shall be appointed by the fire chief, with consent of the Mayor. The duties of the firefighter /paramedic shall be on file with the Town Clerk and maintained as set forth in EMC Section 2.30.010.

Section 11. The Council adopts the job description for the position of fire chief as such is reflected in Exhibit A to this ordinance.

Section 12. The following sections and articles of the respective ordinances are hereby repealed: Ordinance 108 (1934), § 1 (art. 1); Ordinance 108 (1934), § 3 (art. 1, 3), § 5 (arts. 1, 2, 3); Ordinance 84-3 (1984), § 1; Ordinance 92-12 (1992), §§ 12, 13, 14, 16, 17, 18, and 21, all of codified respectively at EMC 2.28.020, EMC 2.28.050, EMC 2.28.060, EMC 2.28.070, EMC 2.28.090 EMC 2.28.100, EMC 2.28.110, and EMC 2.28.150.

Section 13. If any clause, sentence, paragraph, section, or part of this ordinance of the application thereof to any person or circumstance shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not affect or invalidate the remainder of any parts thereof to any person or circumstances and to this end the provisions of each clause, sentence, paragraph, section or part of this law are hereby declared to be severable.

Section 11. This ordinance shall take effect and be in full force five (5) days after publication of a summary, consisting of the title.

Passed by the Council of the Town of Eatonville at a regular meeting held this _____ day of _____, 2011.

_____
Ray Harper, Mayor
ATTEST:

_____
Town Clerk

APPROVED AS TO FORM:

_____
Town Attorney

JOB DESCRIPTION / FIRE CHIEF

Division: Fire
Probation: 1 year
Employment Status: Full-time
Work Hours: Consistent with current members contract language

Civil Service Status: None
Status: Exempt
Reports To: Mayor
Supervises: Firefighter/Paramedics, Volunteer Firefighters, Fire Administrative Assistant
Salary: $5151-5991/month

JOB SUMMARY

The Fire Chief is the Chief Executive Officer of the Eatonville Fire/EMS Department. The Fire Chief manages, directs and supervises all operational and administrative units of the Department, maintains operational readiness of all units, disciplines, and provides leadership to personnel.

ESSENTIAL JOB FUNCTIONS

With or without accommodations, must be able to:

1. Get along well with local officials,
2. Have regular and predictable attendance,
3. Ensure the general safety of the public,
4. Drive emergency vehicles under stressful conditions,
5. Operate fire and EMS equipment,
6. Move patients,
7. Operate within the Incident Command System at scenes
7. Exercise rational judgment in administrative and operational decisions, and
8. Maintain the confidence and trust of the general citizenry and community leaders.

GENERAL DUTIES AND RESPONSIBILITIES

1. Carries out supervisory responsibility in accordance with Town of Eatonville policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining members; addressing complaints and resolving problems.
2. Plans long-range goals, objectives, organizational structure, and overall direction for the Eatonville Fire/EMS Department.
3. Monitors, reviews, and communicates the implementation phases of the Eatonville Fire/EMS Department's strategic plans to ensure that long range goals and objectives are met.
4. Plans and implements short-term or annual goals, objectives, and strategies for the Eatonville Fire/EMS Department to ensure efficient organization and completion of work.
5. Plans, allocates, and monitors time, people, equipment, and other resources for the Town of Eatonville to ensure efficient organization and completion of work.
6. Plans for the staffing needs of the Eatonville Fire/EMS Department, coordinates the hiring process, and is responsible for the assignment of all Eatonville Fire/EMS Department personnel.
7. Plans, coordinates and monitors performance and coaches, counsels, mentors, trains, and advises members in Eatonville Fire/EMS Department for the dual goals of meeting Eatonville Fire/EMS Department goals and member career development.

8. Confers with the Town of Eatonville Administration to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist the Administration in making needed improvements.
9. Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy.
10. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
11. Supervises special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to administration, elected officials, and others.
12. Represents the Town of Eatonville at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.
13. Collects, analyzes, recommends, and reports on data concerning budget preparation, grant administration, personnel analysis, etc.
14. Secures, justifies, and monitors use of budgetary monies and capital.
15. Operates assigned vehicle in accordance with all applicable laws and regulations.

MATERIAL AND EQUIPMENT USED

1. Vehicles
2. Computer
3. Protective and Safety Equipment
4. Communications Equipment
5. Fire and EMS Equipment
6. Office and Technical Equipment

MINIMUM QUALIFICATION

1. IFSAC Fire Officer II
2. 2 year college degree or equivalent
3. 10 Years Fire experience
4. 1 or more years of supervisory experience
5. Washington State Emergency Medical Technician
7. Valid Washington Driver's License
8. Federal NIMS training for Command and General Staff positions within one year

PHYSICAL ABILITIES

Notice: An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

With or without accommodations, the incumbent must have the:

1. Ability to see and accurately identify and distinguish between colors,
2. Ability to accurately identify and distinguish between the smell of different materials, or chemicals,
3. Possess good hearing in order to hear sirens, alarms, the human voice, and to accurately identify and distinguish between inputs from short or long ranges, and clearly hear radio messages,

4. Possess an audible voice for in-person and radio communications,
5. Possess sufficient body strength in order to perform normal duties of the position, and
6. Ability to sit, stand, stoop and bend, and walk about.

REQUISITE JOB KNOWLEDGE

1. Principles and practices of fire operations and administration management theory and techniques.
2. Recordkeeping, report preparation, filing methods and records management techniques.
3. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
4. Basic budgetary principles and practices.
5. Administration principles and practices, including goal setting and program budget development and implementation.
6. Administration of staff and activities, either directly or through subordinate supervision.
7. Applicable federal, state, local, and Town of Eatonville laws, ordinances, rules and regulations.

REQUISITE SKILLS

1. Using tact, discretion, initiative and independent judgment within established guidelines.
2. Analyzing and resolving office administrative situations and problems.
3. Researching, compiling, and summarizing a variety of informational and statistical data and materials.
4. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
5. Communicating clearly and effectively, orally and in writing.
6. Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
7. Selecting and motivating staff and providing for their training and professional development.
8. Preparing clear and concise reports, correspondence, and other written materials.

REQUISITE MENTAL ABILITIES

1. Ability to maintain required certifications.
2. Ability to read and interpret documents such as Washington Administrative Code, Contracts, member bargaining agreements, legal rulings, safety rules, procedure manuals, and so forth.
3. Ability to write reports, correspondence, procedure manuals.
4. Ability to speak effectively before groups of members and public groups and respond to questions.
5. Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
6. Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.
7. Ability to compute ratios and percentages and interpret bar graphs.
8. Ability to work with mathematical concepts such as probability and statistical inference.
9. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
10. Ability to define problems, collect data, establish facts and draw valid conclusions.
11. Ability to perform essential job functions of the Firefighter class specification when necessary.
12. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
13. Ability to subdue suspects in a physical confrontation.

14. Ability to drag, push, pull, lift or carry heavy objects or persons; rescue individuals and drag persons away from dangerous situations or respond to incidents.
15. Ability to run up or down stairways or respond to other incidents.
16. While performing the essential functions of this job the member is frequently required to stand, walk, drive, sit, use hands to finger, handle, or feel, climb or balance, and talk or hear.
17. Occasionally required to run and lift and/or move more than 100 pounds.

WORK CONDITIONS

1. While performing the essential functions of this position the member is occasionally exposed to outdoor weather conditions.
2. While performing the essential functions of this position the member is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and supervises calls dealing with explosives.
3. Occasional exposure to unknown and dangerous conditions such as fires, motor vehicle accidents and uncooperative patients.
4. May be exposed to unknown health conditions due to contact with individuals with contagious or communicable diseases.
5. During emergency or training, working conditions may be loud.

I. NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.