

PERSONNEL**Recruitment of Staff**

Staff positions will be established by the board of commissioners in order to support programs and operations of the district, consistent with the needs of its programs. Staff openings, continuing, new and/or additional, made by the board of commissioners, shall include a position description with an appropriate title, desired competencies and any other qualifications necessary for the position and the method(s) by which performance will be evaluated.

This policy and/or procedure may be waived at the discretion of the board of commissioners when the direct appointing of a qualified individual for a position with the district would benefit the district and its operation.

Cross Reference: 2430

Career Job Descriptions

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL

Recruitment of Staff

Announcement of Vacancy. The district chief shall make reasonable efforts to recruit qualified personnel for any district positions. Persons desiring to compete for positions within the district shall file an application at the district headquarter station. Public announcement of the examination shall specify the title and salary range of the position, the minimum qualifications required, and the final date on which applications will be received. Persons desiring to compete for positions in the district service shall file applications with the administrative secretary on forms approved and supplied by the board prior to the closing date as set forth in the public notice.

Qualifying Tests. Applicants may be subjected to a series of qualifying tests to include, but not limited to:

- completion of the district's application
- written examination
- physical agility and/or stamina test (i.e. pack test, fire fighter challenge test)
- oral examination
- medical examination by a licensed physician (including pre-employment drug screen)
- personal interview

Qualifying Grade. In all examinations the minimum grade or standing for which eligibility may be earned shall satisfy district standards. Such final grade will be based upon all factors of the examination, including educational requirements, training, experience, and other qualifying elements as shown in the application. Any falsehoods may be grounds for declaring the applicant as failing in the entire examination, or as disqualified for subsequent parts of an examination.

Identity of Examinees. The identity of persons taking competitive written tests shall be concealed from the examiners by the use of an identification number which shall be used on all test papers. Any paper having the name of the applicant or any other identifying mark may be rejected and the candidate so notified. Anonymity shall not apply to oral examinations or interviews.

Rating and Preparation of Lists. The names of persons successful in all parts of an examination shall be arranged in order of their earned ratings.

Notification of Results. Each competitor shall be notified of the results of the examination and if successful, of the final earned rating and the relative position on the eligibility list. Any applicant shall have the right of inspecting his/her own test papers.

Order of Names on List. Names on eligibility list for a class shall be in order of preference according to final earned rating in the examination, except that employees laid off from a position in that class shall be given prior preference over original applicants in inverse order of lay-off. Whenever two or more persons have equal claim to a position on a list, their names shall be arranged according to the date of application. The hiring decision of the chief, subject to final approval by the board of commissioners shall be final.

Effective Life of List. Eligible lists shall become effective upon the approval thereof by the secretary and chief examiner's signature to the effect that the list was legally prepared and represents the relative ratings of the names appearing thereon. Eligible lists, including promotional lists shall remain in effect for one year and may be extended by action of the board for not more than one additional year. Names appearing on lists by reason of a lay-off shall remain effective for one year.

Removal of Names from Lists. The name of any person appearing on an eligible list may be removed by the secretary if the candidate fails to: 1) respond to a notice of certification; 2) declines an appointment without reason satisfactory to the board; or 3) if he/she cannot be located by postal authorities. In case of such removal, the secretary shall notify in writing the affected candidate at his/her last known residence. The name of the person so removed may be reinstated only if satisfactory explanation of the circumstances is made to the board. The names of persons on promotional employment lists who resign from the service shall be automatically dropped from such lists.

Notice of Address Change. Each person on an eligible list shall file with the board written notice of any change of name or address. Failure to do so may cause removal of his/her name from the list.

Revocation of List. An employment or promotional list may be revoked and another examination ordered only when such action is deemed advisable on account of fraud, errors, or of obvious inappropriate standards in connection with the examination and of plainly inadequate results obtained thereof. No list shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon entry of the reasons in the minutes of the Board of Fire Commissioners.

Adoption Date: May 3, 2005

Chief Signature: _____

INTERVIEW QUESTIONS

The following suggestions are designed to assist in developing interview questions:

1. Ask job-related questions.
2. Ask open-ended questions, not ones that can be answered "yes" or "no".
3. Ask the candidate to elaborate on answers. Paraphrase or rephrase the applicant's responses to be certain that you understand.
4. Be sure to explore all potential problem areas by asking pertinent questions about:
 - Intervals between jobs
 - Short length of time in previous job or jobs
 - Vague reasons for leaving previous job or jobs
 - Lack of sufficient work experience or skills for the position.
5. Ask one clear and concise question at a time.
6. Avoid cross-examination or pressure techniques.
7. Insure fairness by asking the same questions developed from the established criteria for the position.
8. Abide by the Human Rights Commission's published list of fair and unfair questions. For example:

For Personal Information, ASK questions such as:

- What are your specific goals in a job?
- What is your overall career objective?
- What specific job characteristics are important to you? Why?
- What job characteristics would you like to avoid? Why?
- Do you have any commitments which would prevent you from working the scheduled hours for this position?
- Do you have any specific health conditions which would prevent you from performing all the duties of this job?
- Describe the best supervisor you have had.
- Describe the worst supervisor you have had.

DO NOT ASK questions such as:

- Is it Miss, Mrs. or Ms.? Are you married? Do you have children?
- What does your husband/wife do? Where do you live?
- What is the origin of your name?
- Do you mind working for a female or a minority supervisor?
- Are you handicapped?

For Education Information, ASK questions such as:

- Which subjects did you excel in at school?
- How did you happen to select _____ as your major?
- Did you work at a part-time job while at school?
- Are you interested in continuing your education? Why? When? Where?
- Do you feel your education prepared you for the job you are seeking with us? In what ways?
- Were you involved in any extracurricular activities?

DO NOT ASK questions such as:

- Did you go to school on a scholarship?
- Where did you live while attending college?
- What organizations did you belong to in school?

For Military Information, ASK questions such as:

- What other kinds of training or schooling have you received?
- In what ways do you feel your training will help you in performing this job?
- What did you find challenging about your assignment?

DO NOT ASK questions such as:

- Were you drafted?
- Where were you stationed?
- What type of discharge did you receive from the United States military service?

For Employment and Experience Information, ASK questions such as:

- Tell me about your last job and your major responsibilities.
- What were some of the more challenging aspects of your job?
- Describe the training you received on your last job.
- In what ways do you feel your previous employment will help you in performing this job?

- If we were to contact your previous employer, what would he/she describe as your strengths? What areas might he/she suggest for improvement?
- Which of your past jobs did you enjoy the most? Least?
- What were your reasons for leaving your last job?
- May we contact your present employer?

DO NOT ASK questions such as:

- Why have you had so many jobs?
- Why are you coming back to work after so many years?
- How do you feel about working with younger/older people?

PERSONNEL

Career Qualifications

In addition to the specific skills, knowledge and attitudes, which are necessary to perform the duties as outlined in the position description, career members are expected to:

1. Possess a valid Washington State driver's license, have an acceptable driving record, and be able to drive and operate a vehicle with standard transmission.
2. Possess a high school diploma or a certificate of educational competence.
3. Reside in Yakima County Fire District No. 5. The chief may waive this requirement initially to allow an individual a reasonable amount of time to relocate within the district.
4. Be bondable and be subject to character and background investigation.
5. Have reasonable skills in typing forms, letters, and reports, or be able to learn these skills in a minimal time period.
6. Be able to read and write English, and to read and understand policies, rules, instructions, and written materials of the district, and be able to understand and follow oral and written instructions.
7. Be able to perform necessary physical activities related to the position.
8. Exhibit health and physical fitness including freedom from addiction to alcohol and/or illegal chemical substances or opiates.
9. Career employees involved in firefighting must also have and maintain a current Washington State Emergency Medical Technician certificate as a minimum. The certificate must be kept current during the term of employment.
10. Career employees involved in firefighting must also have knowledge of the use, operation, and maintenance of modern firefighting equipment and methods.
11. Career employees involved in firefighting will be required to pass a pre-employment physical examination including a drug screening test.

Cross Reference: Policy 2417
Policy 2430

Physical Examinations
Position descriptions

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL**Employment of Staff**

The chief has the responsibility of recommending the employment of new staff. Newly-appointed career members shall be on probationary status for a period not to exceed twelve (12) months unless recommended by the staff member's immediate supervisor. Such new employees, however, shall be eligible for the privileges and benefits of regular career members when provided for in policy.

Unless otherwise specified by the district board, staff shall be employed on an annual basis.

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL**Employment Contracts**

The chief shall be appointed by the board of commissioners for an indefinite period of time, and his/her tenure in office shall depend upon his/her good conduct and efficiency. He/she may be removed only for just cause as listed under the district code of conduct and after a private hearing before the board of commissioners. The chief shall be entitled to a public hearing if he/she so requests.

Cross Reference:	Policy 2440/2440P	Personnel Code of Conduct
	Policy 2604/2604P	Personnel Disciplinary Action and Discharge

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL**Temporary Position**

Temporary employment means any staff member hired on a full-time seasonal cyclic or short-term basis to accomplish a short-term project or to assist during an unusually high workload; or to fill a short-term need where the job has an end in sight. Normally, these jobs will not last more than four months. These types of positions are not eligible for district benefits afforded to career staff or membership in the Washington State Law Enforcement Officer's & Fire Fighter's (LEOFF) or the Washington State Public Employee's Retirement System (PERS).

Legal Reference:	RCW 41.26.030(4)	Terms defined
	RCW 41.26.030(14)	Terms defined
	WAC 415-108-680(1)	PERS Reference
	WAC 415-104-225(2)	LEOFF Reference

Adoption Date: May 3, 2005

Chief Signature: _____

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Part-Time Staff

A member in this category is eligible for all benefits provided by the district as per district policy when employed for six or more hours/day on a permanent basis.

Eligibility for membership in the Washington State Public Employee's Retirement System (PERS) is based upon the position. If the position requires:

- 70 or more hours per month of compensated employment, for
- 5 or more months per year, for two consecutive years, i.e. a continuing position.

Meeting the above requirements, the person working in that position is eligible for PERS membership.

NOTE: A person hired into a part time fire fighters position is not eligible for the Washington State Law Enforcement Officer and Fire Fighter (LEOFF) Retirement System membership, but may be eligible for PERS membership, based on the above criteria.

Legal Reference:	RCW 41.26.030(14a)	Definitions
	RCW 41.40.010(9a)	Terms defined
	WAC 415-108-680(1)	PERS Reference
	WAC 415-104-225(2)	LEOFF Reference

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL**Employee Light or Restricted Duty**

The District wants to offer light or restricted duty to an employee that has incurred a temporary physical or mental disability when it is deemed that such an arrangement will contribute substantially to the mission of the District and does not negatively impact the employee's recovery.

Light Duty shall be defined as a work assignment that is less strenuous or otherwise demanding than the employee's typical work. It also may include a reduced or altered work schedule.

Restricted Duty shall be defined as a work assignment that includes the full range of the employee's typical work but on a reduced or altered work schedule.

Cross Reference:	Sick Leave	Policy 2720
	Family Medical Leave	Policy 2721
	Temporary Total Disability	Policy 2416

Adoption Date: May 1, 2012

Chief Signature: _____

PERSONNEL

Employee Light or Restricted Duty

When it has been determined that it is in the best interest of the District and will assist in getting an employee back to work the District may allow light or restricted duty under the following conditions:

General Procedures

- The employee will be responsible for requesting light or restricted duty in writing to the Fire Chief.
- The Fire Chief may grant a light or restricted duty assignment to the employee when the following conditions are met:
 - It is in the best interests of the District and the employee.
 - The employee has a skill/capability (or project) which is beneficial to the District and will not interfere with the healing process of the employee.
 - The employee obtains a release from his or her physician to work light or restricted duty (this release may require reference to a specific assignment or specific functions).
- A light duty assignment may consist of continuous work on a forty (40) hour work week for a period determined by the Fire Chief. An assignment may not cover the entire period of disability depending on circumstances such as the specifics of the assignment and the skills/capabilities of the employee on light duty. An extended disability or other circumstances may require multiple assignments that may or may not be contiguous.
- The Fire Chief may (instead of the 40 hour work week defined above) offer partial light duty or restricted duty.
- Other patterns for light or restricted duty may be considered where there is benefit to the District and the involved employee.
- The District will, in all cases, consider the risk of re-injury to the employee, and liability to the District, in its determination before assignment to light or restricted duty is granted. Light or restricted duty for non-duty related disabilities will be the exception, not the rule. In these cases, the District would expect the employee to use accrued benefits.

Long Term Disability

The following is intended to complement the District Temporary Total Disability policy. Light or restricted duty shall be considered an extension of a temporary total disability.

- Typically, light duty will not extend or be assigned beyond six months past the injury date.
- If restricted duty continues or is initiated beyond six months past the injury/illness date for a duty-related injury, a pro-rated system of vacation, holiday, and sick leave accrual shall be implemented. For each pay period, the percentage of the employee's normally scheduled hours actually worked or compensated from leave banks will be determined. This percentage will be applied to reduce the employee's vacation, holiday, and sick leave accruals for that pay period:
- Typically, restricted duty will not continue for more than six months from when it is initiated as it is intended for transitional use.
- Upon reaching 12 months from the date of injury/illness (or a total of 12 months not on full duty due to the same injury/illness), the employee will be subject to termination as defined in the Total Temporary Disability policy.

Adoption Date: May 1, 2012

Chief Signature: _____

PERSONNEL

Temporary Total Disability

It is the intent of the District to reasonably provide for the financial well-being of its employees in the event of a temporary total disability through coordination of District benefits with any available State benefits as defined in the Revised Code of Washington and the Federal Family Medical Leave Act (FMLA). For the purposes of this policy, a temporary total disability means an employee who meets the definition of “temporary total disability” under the State Department of Labor and Industries (L & I) regulations or who is not eligible for L&I temporary total disability but who is unable to perform their jobs due to illness or injury for a period of three or more days. Temporary total disability shall be certified by the employee’s licensed physician or licensed advanced registered nurse practitioner for any illness or injury lasting more than three days.

Cross Reference:	Sick Leave	Policy 2720
	Family Medical Leave	Policy 2721
	Holidays	Policy 2732
	Staff Vacations	Policy 2733
	Compensatory Time	Policy 2734,2734A,2734B,2734C
Legal Reference:	RCW 41	Disablement in line of duty
	RCW 51	Workers Comp Disability (L&I)
	RCW 49.78	Family Leave
	WAC 296-130	Family Care
	29CFR Part 825	Federal Family Medical Leave Act

Adoption Date: May 1, 2012

Chief Signature: _____

PERSONNEL

Temporary Total Disability

This procedure is a broad, general statement of applicable laws in effect at the time this policy was adopted. Due to the complexity of the laws involved and the individual circumstances that are a part of each disability event, it is understood that a written policy cannot effectively be applicable to every situation. Therefore, it is expected that the specific circumstances of each case and applicable law will be taken into consideration in the application of this policy and procedure.

Communication Throughout a Disability

Regardless of whether the disability is duty-related, employees who are temporarily totally disabled for a period of more than one week shall keep the District informed of their condition, including projected return dates as available, on a routine basis. This should typically be once a week or as set forth in the FMLA Notice of Eligibility and Rights and Responsibilities unless status is not expected to change or be reevaluated for a longer period per a medical authority. Injury or illnesses lasting more than three days shall be certified by the employee's licensed physician or licensed advanced registered nurse practitioner.

Light or Restricted Duty

To facilitate an employee's return to full duty, temporary light or restricted duty may be used consistent with applicable law and the District's policies. There is no guarantee of light or restricted duty, and any light or restricted duty assignment must be consistent with the District's needs, the approval of the employee's treating physician, and the employee's qualifications. Permanent light or restricted duty is not available, as the purpose of light or restricted duty is to serve as a transition period on the way to returning to full duty. Any light or restricted duty time that precedes a period of temporary total disability (and is a result of the same injury/illness) will be included as a part of the temporary total disability period for the purpose of time periods defined below.

Duty-Related Temporary Total Disability

References

- RCW Chapter 51.32
- RCW 41.04.500-550

Compensation During Disability (For All Employees)

Non-LEOFF employees receiving time-loss payments from the State Department of Labor and Industries (L&I) may choose to use their accrued sick leave, followed by vacation/holiday/comp leave if their accrued sick leave runs out, to cover any shortfall between the regular base rate of

pay (the employee's regular hourly rate of pay, not including overtime or any form of premium pay), and the time-loss payments. If a Non-LEOFF employee chooses to use sick leave and or vacation/holiday/comp leave while receiving L&I benefits, then the District will use the employee's time-loss benefits to partially restore, or "buy back" the employee's available leave as described below. LEOFF employees are entitled to a disability supplement as described below. Additionally, for employees who qualify for FMLA leave, their FMLA leave will run concurrently with any sick leave, vacation/holiday/comp, other paid leave, L&I leave or leave under LEOFF. The District will provide full compensation using accrued paid leave until paid leave runs out. At any point that an employee on disability exhausts their paid leave, the District will provide no further compensation except as required by law.

Sick Leave Buy Back (For All Employees)

An employee may choose to "buy back" some or all of the paid leave used to cover the L&I portion of compensation during the first three pay periods. (3 paid days following injury) The cost to buy back is the number of hours of paid leave used that are being bought back times the employee's regular base rate. The buyback must be completed within 90 days of returning to full duty.

Disability Supplement (LEOFF Employees Only)

RCW 41.04 provides for a "disability leave supplement". This supplement is intended to bridge the gap between the L & I time-loss payment and the employee's regular base rate, taking into account that industrial insurance payments are not subject to federal income tax or Social Security taxes. It does not create a vested right, which means that any changes to RCW 41.04, RCW 51.32.090 or other applicable law will also apply to this policy. The LEOFF disability leave supplement shall be paid as follows:

(1) The LEOFF disability leave supplement shall begin on the sixth calendar day from the date of the injury or illness which entitles the employee to benefits under RCW 51.32.090. For the purposes of this section, the day of injury shall constitute the first calendar day.

(2) One-half of the amount of the LEOFF supplement as defined in RCW 41.04.505 shall be charged against the accrued paid leave of the employee. In computing such charge, the employer shall convert accumulated days, or other time units as the case may be, to a money equivalent based on the base monthly salary of the employee at the time of the injury or illness. "Base monthly salary" for the purposes of this section means the amount earned by the employee including duty weekend, medical supplement, and longevity pay before any voluntary or involuntary payroll deductions, and not including overtime pay. If the employee has no accrued paid leave or exhausts it before the end of the disability leave supplement period, only the Employer portion will be paid.

(3) One-half of the amount of the LEOFF supplement as defined in RCW 41.04.505 shall be paid by the Employer.

The LEOFF disability leave supplement shall continue as long as the employee is receiving benefits under RCW 51.32.090, up to a maximum of six months from the date of injury or illness. If an employee has no accrued paid leave at the time of an injury or illness which entitles the employee to benefits under RCW 51.32.090, or if accrued paid leave is exhausted during the period of disability, the employee shall receive only that portion of the disability leave supplement prescribed by (3) above.

Sick Leave Loan (LEOFF Employees Only RCW 41.04.530)

If a LEOFF employee's sick leave is exhausted during the period of disability, the employee may, for a period of two months following return to active service, draw prospectively upon sick leave the employee is expected to accumulate up to a maximum of three days or three work shifts, whichever is greater. Any sick leave drawn prospectively as provided in this section shall be charged against earned sick leave until such time as the employee has accrued the amount needed to restore the amount used. In the event an employee terminates active service without having restored the sick leave drawn prospectively, the employer shall deduct the actual cost of any payments made under this section from compensation or other money payable to the employee, or otherwise recover such payments.

Continuation of Benefits During the First Six Months (For All Employees RCW 41.04.525)

During time-loss leave, an employee's insurance benefits are guaranteed to continue as if they were working for a maximum of six months from the date of injury/illness. Retirement service credit is accrued at a reduced rate as defined in State law (WAC 415-104-380).

Continuation of Benefits Extending Beyond the First Six Months

If an employee does not return to full duty from a temporary total disability within six months of the date of onset of the injury/illness, the District may extend the employee's insurance benefits up to an additional six months. The District maintains the right to require the employee to be examined by a doctor, the District selects in order to determine the nature and extent of the employee's extended temporary total disability and the probability of returning to work. If the employee refuses to be examined they may lose their benefit to extended medical coverage.

Disability Extending Beyond Six Months (For All Employees) If an employee does not return to full duty from a temporary total disability within six months of the date of onset of the injury/illness, the District will extend the disability leave, with the limitations noted below, until one of the following occurs:

- The employee returns to full duty; or
- The employee uses up all accrued sick and vacation/holiday leave; or
- A period of 12 months from the time of the injury is reached.

If the employee uses up all accrued paid leave prior to the 12 month mark, he or she will be placed on unpaid medical leave for the remainder of the 12 months.

For any disability leave continuing beyond six months of the date of injury/illness, accrued paid leave will be used to cover the difference between L&I time-loss payments and the employee's regular base rate up to a maximum of 12 months after the date of injury/illness.

If at the end of 12 months from the date of injury/illness, an employee is unable to perform the essential functions of his or her position, with or without reasonable accommodation, the employee's status will be evaluated to determine whether continued leave is a reasonable accommodation under the Americans with Disabilities Act (ADA) and state disability law, or whether there is some other reasonable accommodation available, such as consideration of the employee for an open position for which the employee is qualified. If the District determines that there are no reasonable accommodations available then the District may terminate the employee. All remaining paid accrued leave will be cashed out at the employee's current regular base rate. Employees terminated under such circumstances would be eligible for re-employment in an open position if they were able to perform the essential functions of the position, with or without reasonable accommodations.

Non-Continuous Temporary Total Disability

For the purpose of this policy and as allowed by law, if an employee has a period of temporary total disability, returns to full duty, and then has an additional period of temporary total disability as a result of the same injury/illness, the "clock" will be considered to have stopped at the return to full duty and then would restart where it stopped when additional temporary total disability occurs. As an example, if an employee is unable to work for three months, returns to full duty for four months, and then is unable to work for another two months, they would still be considered to be starting their sixth month of disability leave and a month away from the limitations of an extended leave beyond six months. This principle could also be applied if an injury/illness occurred but the employee continued to work at full duty for a period before the condition worsened and forced a disability leave. The overall intent is that only the time where the employee is not on full duty is counted toward the 6 and 12 month status changes in this policy as allowed by law.

An exception to this approach is application of the LEOFF Supplemental Disability payment which is limited to an actual six months from the injury/illness.

At the start and throughout a non-continuous temporary total disability leave, the District will compensate only the portion of the employee's base rate not covered by State L & I using accrued paid leave to the extent that it is available.

Non-Duty-Related Temporary Total Disability

In the event of a non-duty-related disability, an employee shall use accrued sick leave and vacation/holiday/comp leave until one of the following occurs:

- The employee returns to full duty; or
- The employee uses up all accrued sick and vacation/holiday/comp leave; or
- A period of 12 months from the time of the injury is reached.

If the employee uses up all accrued paid leave prior to the 12 month mark, he or she will be placed on unpaid medical leave for the remainder of the 12 months. During this time, no leave benefits will accrue.

If an employee does not return to full duty from a non-duty temporary total disability within six months of the date of onset of the injury/illness, the District may extend the employee's insurance benefits up to an additional six months. The District maintains the right to require the employee to be examined by a doctor, the District selects in order to determine the nature and extent of the employee's temporary total disability and the probability of returning to work. If the employee refuses to be examined they may lose their benefit of extended medical coverage.

If at the end of 12 months from the time of the injury/illness, the employee is unable to perform the essential functions of his or her position, with or without reasonable accommodation, the employee's status will be evaluated to determine whether continued leave is a reasonable accommodation under the ADA and state disability law, or whether there is some other reasonable accommodation available, such as consideration of the employee for an open position for which the employee is qualified. If the District determines that there are no reasonable accommodations available then the District may terminate the employee. All remaining paid accrued leave will be cashed out at the employee's regular base rate. Employees terminated under such circumstances would be eligible for re-employment in an open position if they were able to perform the essential functions of the position, with or without reasonable accommodations.

Non-Continuous Temporary Total Disability: Non-duty Injury/Illness: For the purpose of this policy and as allowed by law, if an employee has a period of temporary total disability, returns to full duty, and then has an additional period of temporary total disability as a result of the same injury/illness, the "clock" will be considered to have stopped at the return to full duty and then would restart where it stopped when additional temporary total disability

occurs. As an example, if an employee is unable to work for three months, returns to full duty for four months, and then is unable to work for another two months, they would still be considered a month away from the limitation of an extended leave beyond six months. This principle could also be applied if an injury/illness occurred but the employee continued to work at full duty for a period before the condition worsened and forced a disability leave. The overall intent is that only the time where the employee is not on full duty is counted toward the 6 and 12 month status changes in this policy as allowed by law.

Adoption Date: May 1, 2012

Chief Signature: _____

PERSONNEL**Career Fire Fighter Physical Examinations**

The Board of Fire Commissioners recognizes that firefighters are required to be physically fit and that performance at emergency scenes may require the firefighter to undergo strenuous exertion and to perform physical activities that may not be associated with normal jobs. Entry level physicals including a pre-employment drug screen will be required for all potential career firefighting members to assess their physical condition. Career firefighting members will be offered a (DOT) equivalent physical examinations every other year after hire.

It shall be the responsibility of each career member to remain physically fit to perform the strenuous work of firefighting. Anytime a career firefighting member feels they are no longer capable of fulfilling the physical requirements to fight fires, it shall be their responsibility to report such to their supervisor.

Cross Reference:	Policy 2101	Employment of Handicapped Persons
	Policy 2411	Firefighter Qualifications
	Policy 2417	Temporary Disability

Adoption Date: May 3, 2005 Revision Date: June 6, 2006 Revision Date: 04/07/20105

Chief Signature: _____

PERSONNEL

Physical Examinations

Prior to employment as a career firefighter, the candidate must pass a pre-employment physical examination which meets the minimum requirements of Yakima County Fire District #5. A district provided standard physical form will be a guide to each examination. Exams will include, but may not be limited to:

- DOT Equivalent Physical
- Pulmonary Function Test (Spirometry)
- Respiratory/Medical Questionnaire
- Respiratory Clearance (Certificate)
- Hepatitis B Vaccination Series (voluntary)
- Tetanus (if needed)
- PPD (TB Test)
- Pre-employment drug screen test

Pre-employment examinations shall be administered by a physician selected or accepted by the district. Any candidate who fails a pre-employment physical will not be considered for employment.

Career firefighting members will be offered a DOT physical examination every other year. Examination will also include a urinalysis and complete blood chemistry.

The intent of the routine physical examination is to make sure career members required to perform fire ground functions are capable of such work and are in good health. Ultimately, each career firefighting member along with the member's physician is responsible for their own health & fitness and shall report any health/physical condition that may limit them from performing firefighting/EMS activities to their supervisor.

The routine examination will be provided by a physician selected or accepted by the district. A copy of the results of the examination shall be furnished to both the district and the staff member.

Adoption Date: May 3, 2005 Revision Date: 04/07/2015

Chief Signature: _____

PERSONNEL**Assignment**

Staff members shall be subject to the shift schedule designated by the chief. Any permanent or extended change in scheduling must be approved by the chief.

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL**Promotions**

A staff member is encouraged to develop additional skills and knowledge and assume commensurate responsibility in his/her service to the district. When applicable, district promotions will be made from an eligibility list established as a result of district testing. The chief shall recommend staff members for promotions. The board shall approve all promotional actions.

This policy may be waived at the discretion of the board of fire commissioners when the direct appointing of a qualified individual for a position would benefit the district and its operation.

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL**Position Descriptions**

Staff are subject to the policies of the district. The chief shall be responsible for developing position descriptions to assure that staff members know what is expected of them and how these expectations may be achieved.

Position descriptions shall be:

- Reviewed by a staff member at the time of employment and signed to reflect understanding of duties.
- Made part of the staff member's personnel file;
- Reviewed annually in conjunction with the annual performance review; and
- Reviewed with the staff member as new services are added or as operational changes take place.

Position descriptions shall be provided to all new staff members or when a position description has been revised.

All employees shall also acknowledge at the time of hiring that this policy and procedures manual is a statement of district policy only and not a contract between the district and said employee.

Cross Reference: Policy 2411 Career Employee Qualifications

Adoption Date: May 3, 2005

Chief Signature: _____

Yakima County Fire District #5

District Fire Chief

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO District Board of Fire Commissioners

SUPERVISES Responsible for all District staff

GENERAL STATEMENT OF DUTIES

Under the administrative direction of the Board of Fire Commissioners, is responsible for the administration, planning and coordination of all Fire District activities. Supervises subordinate officers and reviews their activities. Involved in the formulation and adoption of policies, procedures and regulations for the District: making decisions pertaining to emergency firefighting, fire investigation and Emergency Medical Services operations; and Fire training plans and programs. Work also includes the preparation of annual budget estimates and salary schedules through analysis of needs for fire facilities, equipment and personnel.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) exempt position.
- Work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume.
- Assures for a twenty-four hour, Chief officer coverage within the District for times not covered under the duty weekend program.
- Directs the preparation and administration of the District budget, based on staffing and resource requirements, cost estimates and departmental goals and objectives.
- Monitors the budget to assure compliance with approved budget levels and standards.
- Provides planning, leadership and direction and develops short and long-range plans, goals and objectives for departmental operations, including fire suppression, fire prevention and emergency medical services programs.
- Directs District operations to achieve goals and objectives within budget funds and available personnel.
- Analyzes and recommends improvements to existing facilities, equipment and operating systems of the District.
- Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services.

- Responds to the most sensitive or complex inquiries of service complaints; administers public relations programs.
- Reviews and updates annual and comprehensive plans.
- Coordinates District activities with other outside governmental agencies.
- Provides managerial leadership and directs the selection, supervision and evaluation of volunteer and career staff.
- Resolves grievances and other sensitive personnel matters.
- Assures all District personnel are adequately trained to perform assigned duties.
- Establishes policies, procedures, work rules and performance standards to assure the efficient and effective operation of the Fire District in compliance with District standards and federal, state and local laws.
- Enforces and complies with all District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to the fire service.
- Plans and organizes workloads and staff assignments.
- Reviews progress of assignments and directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.
- Prepares and maintains all appropriate records that may be required by law or by direction of the Board of Fire Commissioners.
- Commands and personally provides fire and emergency medical services which include responsibility for fire suppression, equipment operation, lifesaving and other tasks for onsite command of fire suppression strategies, deployments and reserves.

OTHER JOB FUNCTIONS

- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Assures that all facilities, equipment and apparatus are maintained in a ready state.
- Assures the cleanliness of all District stations, apparatus and equipment.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.
- Participates in duty weekend chief officer program.
- Participates in professional associations.

- Recommends the hiring and promotion of District employees to the Board of Fire Commissioners.
- Recommends the purchasing of new apparatus and equipment.
- Approves leave request for staff.
- Performs other related duties as assigned.

WORKING CONDITIONS

Work is performed in fire stations in an office setting as well as on an emergency scene under varying and extreme conditions. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern management and supervisory principles and practices.
- Principles, theories and practices of planning.
- Budget preparation, expenditure control and record keeping.
- Local, state and federal laws and standards that affect the fire service.
- Basic knowledge in the use of computers.
- Modern methods, techniques, regulations and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Operation and basic maintenance of current fire and rescue apparatus within fire district.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District and surrounding areas.
- The safe and appropriate use of firefighting equipment and related tools.
- Basic use of a computer

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Strive to achieve good morale and maximum performance among subordinates.
- Plan, assign and supervise the work of District staff.
- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Analyze and evaluate assigned operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Maintain composure and react quickly in emergency situations.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potentially dangerous situations and to determine a proper course of action.
- Effectively coordinate designated functions, such as training or fire investigation activities including origin and cause with other departments or law enforcement agencies.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Fifteen years of progressively responsible fire suppression and related experience, including considerable managerial experience.
- Emergency Medical Service experience

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Emergency Vehicle Incident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System IS-100, IS-200, IS-300, IS-400, IS-700, IS-800
- Advanced Tactics training (i.e. ITAC, MITCO, STICO,)
- Wild land Fire Fighter 2
- Must meet current position level training as noted in training guideline
- Must live within the District boundary of Yakima County Fire District #5.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Operations Deputy Chief

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO District Chief

SUPERVISES Assigned Battalion Officers/ Alarm Supervisor/ Subordinate Staff

GENERAL STATEMENT OF DUTIES

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Directs and coordinates paid and volunteer fire suppression and emergency medical activities at emergencies. Responsible for the administration of the District's fire suppression, fire investigation, emergency medical and communications systems. Works under District Chief directives with considerable latitude for independent judgment to effectively implement the goals and decisions of the District Chief. Prepares annual budget estimates based upon analysis of needs for fire facilities, equipment and personnel. Works closely with the Deputy Chief of Training to provide for a cohesive, integrated system within the Fire District.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) exempt position.
- Work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.

- Supervises and maintains updated and accurate pre-fire plan reports.
- Assures for a twenty-four hour, Chief officer coverage within the District for times not covered under the duty weekend program.
- Provides planning, leadership and direction and recommends short and long range goals and objectives for District operations.
- Monitors the District's annual goals and objectives.
- Prepares annual budget estimates based upon analysis of needs for fire facilities, equipment and personnel.
- Manages and/or performs the purchasing of firefighting equipment and supplies.
- Manages the purchasing of household/janitorial supplies for District stations.
- Supervises the planning and purchasing of district radio systems infrastructure .
- Supervises accurate record keeping of District equipment inventory.
- Supervises the District's incident reporting system for completion/accuracy and entering.
- Supervises the District's Knox Box program.
- Supervises the annual testing of pumps, fire hose, ladders, nozzles, fire wells and water supply systems within the District.
- Supervises accurate record keeping of annual tests on District pumps, fire hose, ladders, nozzles, fire wells and water supply systems.
- Receives, verifies and approves assigned personnel's time sheets
- Receives, approves and posts assigned personnel's vacation and comp-time requests.
- Organizes strike teams and single resource units as requested by contracting agencies.
- Records, submits and maintains accurate records of personnel and equipment reimbursement on State Mobilization Incidents that the district becomes involved in.
- Implements policies, procedures and performance standards to assure efficient and effective activities that are compliant with District goals and objectives.
- Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.
- Enforces and complies with all District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to the fire service.
- Plans and organizes workloads and staff assignments.
- Assigns work and establishes priorities as necessary throughout District.
- Manage the daily operations and activities of assigned staff.
- Reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner.
- Responsible for the professional development of staff and volunteer fire fighters.
- Recommends promotions and/or rewards based on performance.
- Resolves grievances and other sensitive personnel matters.
- Implements disciplinary actions as warranted.
- Directs and coordinates fire suppression and emergency medical services at major incidents.
- Assures that a basic origin and cause investigation is completed on all fires within the District.
- Recommends / implements changes in apparatus assignments.

- Manages District's Summer Crew Firefighter program.
- Manages District's Duty-Weekend program.
- Plans & organizes the District's surplus items.
- Prepares and submits annual application to the Yakama Legends Casino 2% Impact Grant.
- Prepares and distributes the annual July 4th Incident Action Plan.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Assures that all facilities, equipment and apparatus are maintained in a ready state.
- Assures the cleanliness of all District stations, apparatus and equipment.

OTHER JOB FUNCTIONS

- Participates in duty weekend chief officer program.
- Position may be required to assume command of the District during the absence of the District Fire Chief.
- Participates in professional associations.
- Responds to sensitive or complex inquiries or service complaints.
- Assist in investigation of fire incidents.
- Organizes and provides management meetings.
- Recommends in the hiring and promotion process of District employees.
- Recommends the purchasing of new apparatus and equipment.
- Manages District Volunteer Firefighter Years of Service/Perfect Attendance Program
- Performs other related duties as assigned by supervisor.
- Responsible for the upkeep and scheduling of required maintenance on assigned vehicle.

WORKING CONDITIONS

Work is performed in fire stations in an office setting as well as on an emergency scene under varying and extreme conditions. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern management and supervisory principles and practices.
- Budget preparation, expenditure control and record keeping.
- Basic knowledge in the use of computers.

- Modern methods, techniques, regulations and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Operation and basic maintenance of current fire and rescue apparatus within fire district.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District and surrounding areas.
- The safe and appropriate use of firefighting equipment and related tools.
- Local, state and federal laws and standards that affect the fire service.
- Basic use of a computer

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Strive to achieve good morale and maximum performance among subordinates.
- Plan, assign and supervise the work of District staff.
- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Analyze and evaluate assigned operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Maintain composure and react quickly in emergency situations.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potentially dangerous situations and to determine a proper course of action.
- Effectively coordinate designated functions, such as training or fire investigation activities including origin and cause with other departments or law enforcement agencies.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Minimum of fifteen years of firefighting experience.
- Minimum of ten years of fire service supervisory experience as a career fire fighter.
- Emergency Medical Service experience

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Emergency Vehicle Incident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200, IS-300, IS-400, IS700, IS-800
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- Wild land Fire Fighter 2
- Instructor 1
- Must meet current position level training as noted in training guideline.
- Must live within the District boundary of Yakima County Fire District #5.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Training Deputy Chief

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO District Chief

SUPERVISES Assigned Training Personnel/ Maintenance staff/ Subordinate staff

GENERAL STATEMENT OF DUTIES

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Directs and coordinates paid and volunteer fire suppression and emergency medical activities at emergencies. Responsible for the administration of the District's fire, emergency medical and career goals training. Works under District Chief directives with considerable latitude for independent judgment to effectively implement the goals and decisions of the District Chief. Prepares annual budget estimates based upon analysis of training needs within the District. Prepares the annual EMS budget based on projected needs of the District. Works closely with the Operations Deputy Chief to provide for a cohesive, integrated system within the Fire District.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) exempt position.
- Work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.

- Assures for a twenty-four hour, Chief officer coverage within the District for times not covered under the duty weekend program.
- Provides planning, leadership and direction and recommends short and long range goals and objectives for District training.
- Provides planning and supervises the district's computer systems.
- Assures fire training, certification and other programs meet department, state and professional standards.
- Monitors the District's annual goals and objectives.
- Prepares annual budget estimates based upon analysis of needs for fire facilities, equipment and personnel.
- Prepares an annual EMS budget based on projected needs of the District.
- Supervises the Special Operations of the District to include but not limited to Water Rescue Team and Dozer Program.
- Manages and/or performs the purchasing of firefighting protective clothing.
- Manages and/or performs the purchasing of department uniforms.
- Supervises accurate record keeping of District protective clothing inventory.
- Supervises the District's recording system for accuracy and completion of each members training records.
- Receives, verifies and approves assigned personnel's time sheets
- Receives, approves and posts assigned personnel's vacation and comp-time requests.
- Organizes strike team and single resource units as requested by contracting agencies.
- Records, submits and maintains accurate records of personnel and equipment reimbursement on Contracted Fire Services that the District becomes involved in.
- Implements policies, procedures and performance standards to assure efficient and effective activities that are compliant with District goals and objectives.
- Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.
- Enforces and complies with all District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to the fire service.
- Plans and organizes workloads and staff assignments.
- Assigns work and establishes priorities as necessary throughout District.
- Manage the daily operations and activities of assigned staff.
- Manage the district's health & safety program(s).
- Reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner.
- Responsible for the professional development of staff and volunteer fire fighters.
- Recommends promotions and/or rewards based on performance.
- Resolves grievances and other sensitive personnel matters.
- Implements disciplinary actions as warranted.
- Directs and coordinates fire suppression and emergency medical services at major incidents.
- Recommends / implements changes in apparatus assignments.

- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.

OTHER JOB FUNCTIONS

- Participates in duty weekend chief officer program.
- Position may be required to assume command of the District during the absence of the District Fire Chief.
- Participates in professional associations.
- Responds to sensitive or complex inquiries or service complaints.
- Organizes and provides management meetings.
- Recommends in the hiring and promotion process of District employees.
- Recommends the purchasing of new apparatus and equipment.
- Approves leave request for assigned staff.
- Performs other related duties as assigned by supervisor.
- Responsible for the upkeep and scheduling of required maintenance on assigned vehicle.

WORKING CONDITIONS

Work is performed in fire stations in an office setting as well as on an emergency scene under varying and extreme conditions. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern management and supervisory principles and practices.
- Budget preparation, expenditure control and record keeping.
- Basic knowledge in the use of computers.
- Modern methods, techniques, regulations and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Operation and basic maintenance of current fire and rescue apparatus within fire district.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District and surrounding areas.
- The safe and appropriate use of firefighting equipment and related tools.

- Local, state and federal laws and standards that affect the fire service.
- Basic use of a computer.

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Strive to achieve good morale and maximum performance among subordinates.
- Plan, assign and supervise the work of District Staff.
- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Analyze and evaluate assigned operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Maintain composure and react quickly in emergency situations.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potentially dangerous situations and to determine a proper course of action.
- Effectively coordinate designated functions, such as training or fire investigation activities including origin and cause with other departments or law enforcement agencies.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Minimum of fifteen years of firefighting experience.
- Minimum of ten years of fire service supervisory experience as a career fire fighter.
- Emergency Medical Service experience

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Emergency Vehicle Incident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200, IS-300, IS-400, IS700, IS-800
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- Wild land Fire Fighter 2
- Instructor 1

- Must meet current position level training as noted in training guideline.
- Must live within the District boundary of Yakima County Fire District #5.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Training EMS /Safety Officer **(Training Captain)**

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO Training Deputy Chief

SUPERVISES Assigned Fire Fighters

GENERAL STATEMENT OF DUTIES

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Responsible for the management of the District's Emergency Medical and Safety program. Plans, develops and implements training in the areas of fire suppression, fire prevention, emergency medical care and safety. Must maintain accurate records of all fire fighter's EMS training and training requirements. Directs and coordinates paid and volunteer fire suppression and emergency activities.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) Non-exempt 7 day / 50 hours a week position.
- Structured work period consists normally of an eight hour work period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume. This position has the ability to adjust the eight hour work schedule to fit the needs of drills and training on the approval of assigned supervisor.
- Supervises and assist on an as need basis with battalion(s) when necessary due to the absence of assigned battalion officer.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.

- Performs search and rescue for missing victims.
- Supervise and assist in the operation and activities of assigned staff and volunteer fire fighters at emergency calls.
- Recommends promotions and/or rewards based on performance.
- Enforces and complies with all District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to the fire service.
- Plans, Prepares and monitors positions annual goals and objectives.
- Assigns work and establishes priorities as necessary within area(s) of responsibility.
- Assures the safety of assigned personnel on the scene of fires and emergencies.
- Coordinates and assists when needed with fire/EMS drills and department training for assigned staff and volunteer fire fighters with the training division.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Responsible for the accurate and timely documenting of all emergency runs when acting in the capacity of an operations officer.
- Assist on an as need basis with the annual testing of fire hose, department ladders, firefighting nozzles, apparatus pumps and fire wells.
- Assists to assure that all facilities, equipment and apparatus are maintained to meet local and state safety standards.
- Develop, coordinates, implements and maintains the District's safety program through policies and guidelines, which includes driving safety, equipment safety, Accident prevention program and Health & Wellness program.
- Coordinates the District's Safety Committee meetings and presents recommendations to District Chief for consideration.
- Develops, coordinates, implements and maintains the District's Exposure Control Plan through policies and guidelines.
- Develops, coordinates, implements and maintains the District's EMS program through policies, procedures and guidelines.
- Responsible for keeping the District compliant with all local, state and federal EMS guidelines.
- Coordinates all initial, continuing and extra medical training for District personnel.
- Maintains records of District EMS vehicles, personnel, licenses, certifications and training.
- Responsible for the purchasing and inventory of medical supplies as well as distribution and cost sharing with other departments.
- Operates a quality assurance program thru reviewing medical documentation for the District and makes recommendations for improvements.

OTHER JOB FUNCTIONS

- Participates in weekend duty officer program.
- Participates in professional associations as directed.
- Assist in investigation of fire incidents by assuring security of fire scenes, identifying evidence, contacting an investigator when needed and providing written and verbal reports of the incidents.

- Participates in management meetings as directed.
- Assist in new apparatus design and placement.
- Assist in the development of fire and EMS training modules.
- Assist in the development of District's training schedule.
- Assist in the development of District's annual EMS budget.
- Coordinates and supervises personnel involved in other designated functions. i.e. summer fire fighter crew(s).
- Performs other related duties as assigned by supervisor.
- Responsible for the upkeep and scheduling of required maintenance on assigned vehicle.

WORKING CONDITIONS

Work is performed in fire stations while sitting, standing or walking and at fire and emergency medical incidents under varying and extreme conditions. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern methods, techniques, regulations and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within response area.
- Operation and basic maintenance of current fire and rescue apparatus within fire District.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District's boundary.
- The safe and appropriate use of firefighting equipment and related tools.
- Management and supervisory principles and practices
- Local, state and federal laws and standards that affect the fire service.
- Basic computer use.

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Plan, assign and supervise the work of assigned personnel.
- Strive to achieve good morale and maximum performance among subordinates.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Maintain composure and react quickly in emergency situations.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potentially dangerous situations and to determine a proper course of action.
- Effectively coordinate designated functions, such as training or fire investigation activities including origin and cause with other departments or law enforcement agencies.
- Analyze and evaluate assigned operations and develop and implement corrective action to resolve problems.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Seven years' experience as a volunteer or career firefighter.
- Supervisory experience
- Emergency Medical Service experience

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Hazardous Materials Instructor (awareness level)
- Emergency Vehicle Incident Prevention Certified
- Yakima County Basic Life Support Evaluator
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200, IS-300, IS-700, IS-800
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- 40 hour Basic Fire Investigation
- NFPA Fire Service Instructor I
- Certificates related to area of assignment
- Must meet current position level training as noted in training guideline.
- Must live within the boundary of the Fire District.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Battalion Officer **(Career Captain)**

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO Deputy Chief of Operations

SUPERVISES Assigned Fire Fighters

GENERAL STATEMENT OF DUTIES

Responds and directs as an initial officer the activities of volunteer fire and aid teams at the scene of a fire or emergency. Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Performs general maintenance of fire apparatus, equipment and facilities.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) Non-exempt 7 day/ 50 hours a week position.
- Structured work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume.
- Assures for a twenty-four hour, duty officer coverage for assigned battalion for times not covered under the duty weekend program.
- Participates in the coverage of neighboring battalions when necessary, due to the absence of assigned Battalion Officer.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.

- Supervises the daily operations and activities of assigned volunteer fire fighters.
- Supervise and assist in the operation and activities of assigned volunteer fire fighters at emergency calls.
- Supervises the progress of less experienced volunteer personnel. i.e. recruits.
- Responsible for the professional development of assigned volunteer fire fighters.
- Recommends promotions and/or rewards based on performance.
- Monitors and resolves grievances and other personnel matters within response area.
- Recommends disciplinary action of supervised volunteer fire fighters.
- Enforces and complies with all District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to the fire service.
- Plans, Prepares and monitors Battalion's annual goals and objectives.
- Responsible for the basic origin and cause investigation on all fires and reporting findings to Primary Investigator where follow-up is required.
- Recommends changes in apparatus assignments within battalion.
- Assures the safety of assigned personnel on the scene of fires and emergencies.
- Coordinates fire drills and department training for assigned volunteer fire fighters with the training division.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Responsible for the accurate and timely documenting of all emergency runs within response area.
- Supervises, schedules and performs assigned annual testing of department fire hose, ladders, pumps, wells, and nozzles.
- Maintains records of assigned annual fire hose, ladders and nozzles tests.
- Conducts annual inspections of Knox Box locations within Battalion.
- Assigned Battalion Captain will oversee and administer the District Knox Box program.
- Assist on an as need basis with the annual testing of fire hose, department ladders, water supply systems, apparatus pumps and firefighting nozzles.
- Insures that equipment and station inventory is accounted for at assigned stations.
- Assures that all assigned facilities, equipment and apparatus are maintained in a ready state.
- Maintains the cleanliness of all assigned stations, apparatus and equipment.

OTHER JOB FUNCTIONS

- Participates in weekend duty officer program
- Assists in investigation of fire incidents by securing the fire scene, identifying evidence and providing written and verbal reports of the incidents.
- Prepares and maintains response and drill attendance records on all fire fighters within response area.
- Coordinates and supervises personnel involved in other designated functions. i.e. summer fire fighter crew(s).
- Performs other related duties as assigned by supervisor.

WORKING CONDITIONS

Work is performed in fire stations while sitting, standing or walking and at fire and emergency medical incidents under varying and extreme conditions. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within response area.
- Operation and basic maintenance of current fire and rescue apparatus within the fire district.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District's boundary.
- The safe and appropriate use of firefighting equipment and related tools.
- Basic computer use.

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Strive to achieve good morale and maximum performance among subordinates.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Maintain composure and react quickly in emergency situations.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine a proper course of action.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Seven years' experience as a volunteer or career firefighter.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Emergency Vehicle Incident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200, IS-300, IS-700, IS-800
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- NFPA Instructor 1
- 40 hour Basic Fire Investigation
- Must meet current position level training as noted in training guideline.
- Must live in primary battalion response area of the District.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Alarm Supervisor **(Career Deputy Chief)**

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO Deputy Chief of Operations

SUPERVISES Assigned Dispatchers

GENERAL STATEMENT OF DUTIES

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Plans, organizes, supervises and schedules personnel at Yakima County Fire District #5's dispatch center. Supervision is exercised directly over all employees of the center and involves awareness and knowledge of all activities taking place within the Center and has the ultimate responsibility for the outcome of those activities.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) exempt position.
- Work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property.
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.
- Assures preservation of fire scene until an origin and cause has been determined or until scene has been turned over to an investigator, Law enforcement or property owner.

- Assures for a twenty-four hour, seven day a week coverage at District Communications Center. Dispatching as necessary.
- Perform duties of dispatcher during peak workload periods or when a large volume of incoming request for service calls is anticipated or occurs.
- Directs and participates in the selection, orientation and training of new dispatchers in the proper operation of the emergency dispatch center.
- Prepares, directs and coordinates various work schedules, activities and training of all assigned personnel.
- Monitors CAD (computer aided dispatch) activities to ensure details are being properly handled.
- Reviews CAD generated reports.
- Collects data generated through CAD under the direction of the Deputy Chief of Operations.
- Ensures that dispatch radio equipment maintenance is performed as required or necessary.
- Ensures that adequate supplies are available for dispatch center.
- Issues general and/or special orders as may be necessary to promote the effective operation of the dispatch center.
- Responsible for the planning and administration of all activities at the dispatch center.
- Prepares short and long range goals and objectives for the center and agencies served.
- Provides continuous planning to improve and facilitate economical and effective use of personnel, equipment and facilities related to dispatching/communication within the district.
- Assist in the planning and implementing of changes in regards to the district's radio system infrastructure.
- Prepares a yearly projected budget for the center.
- Schedules and administers dispatch meetings to make sure all assigned personnel are kept updated.
- Evaluates assigned personnel as to progress, ability and compliance with standard operating procedures based on observation of individual performance: prepares any reports and records outlining employee effectiveness considered necessary.
- Receives, verifies and approves assigned personnel's time sheets.
- Receives, approves and posts assigned personnel's time off requests.
- Monitors on-going radio frequencies, telephone calls, alarms and recorded communications to ensure efficiency and operation.
- Suggests and implements additional training to insure proper use of equipment and up-to-date techniques to be employed.
- Recommends promotions and/or rewards based on performance.
- Recommends disciplinary action or termination to the Operations Deputy Chief and may temporarily suspend an employee.
- Monitors and resolves grievances and other personnel matters within dispatch center.
- Resolves minor complaints from the public and other agencies served by the Center by checking recordings and conferring with personnel connected with complaint.
- Enforces and complies with all District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to emergency tele-communicators.
- Meets with local, state and federal officials to coordinate emergency communication plans in the event of civil or national disaster.

- Works closely with other agencies that utilize our services; attending other agency meetings when requested, having user group meetings, resolving user group issues and supplying requested data.
- Works closely with Yakima County addressing as well as City addressing to resolve issues and makes recommendations for changes as needed.
- Approves and maintains new addresses and road names for input into system.
- Have a thorough knowledge of the Computer Aided Dispatch (CAD) system and maintain said system through data inputting, file updating, geo coding.
- Provides planning and supervises the purchasing of all district radio infrastructure equipment.
- Maintains security of the Center.

OTHER JOB FUNCTIONS

- Participates in weekend duty chief officer program.
- Position may be required to assume command of the District during the absence of the District Fire Chief.
- Participates in the coverage of battalion when necessary due to the absence of assigned battalion officer.
- Assists in investigation of fire incidents by securing the fire scene, identifying evidence and providing written and verbal reports of the incidents.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Performs other related duties as assigned by supervisor.
- Responsible for the upkeep and scheduling of required maintenance on assigned vehicle.

WORKING CONDITIONS

Work is performed in a secure, high stress, high activity communication dispatch center and requires sitting for long periods of time, exposure to CRTs, high noise levels and sounds, i.e. tones and alarms. Work schedules require the ability to work various shifts and irregular hours.

When participating in emergency grounds operations and duty weekend program employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Management and supervisory principles and practices.
- Modern methods, techniques and theories used in emergency dispatching.
- Local, state and federal laws and standards that affect emergency dispatching.
- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within response area.
- Operation and basic maintenance of current fire and rescue apparatus within the District.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District's boundary.
- The safe and appropriate use of firefighting equipment and related tools.
- Advanced use of a computer

Ability to

- Direct the training and orientation of new dispatch employees in the proper operation procedures.
- Resolve and/or assist in solving extraordinary or difficult work problems as they arise, making appropriate decisions and assuming responsibility for all decisions.
- Communicate clearly and concisely, both orally and in writing in the English language.
- Supervise and participate in the preparation and maintenance of the necessary records, reports and performance appraisals of subordinates.
- Strive to achieve good morale and maximum performance among subordinates.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Maintain composure and react quickly in emergency situations.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine a proper course of action.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Ten years' experience career fire fighter with progressive supervisory experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Emergency Vehicle Incident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200, IS-300, IS-400, IS-700, IS-800
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- Wild land Fire Fighter 2
- Telecommunicator 1
- Telecommunicator 2
- Fire Communications
- Washington State 9-1-1 TTY/TDD
- Communications Center Supervisor (APCO)
- Liability Issues training (APCO)
- Spillman Basic
- Spillman Intermediate
- Spillman Advanced
- Spillman Geo Database
- Spillman Run Cards & Recommendations
- Spillman Administration
- Radio Frequency Safety International-RF Site Safety Awareness Training
- FCC-Documentation/Application
- Must meet current position level training as noted in training guideline.
- Must live within the boundary of Yakima County Fire District #5.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Training Officer (Career Captain)

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO Deputy Chief of Training

SUPERVISES Assigned Fire Fighters

GENERAL STATEMENT OF DUTIES

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Plans, develops and implements training in the areas of fire suppression and fire prevention. Must maintain accurate records of all fire fighter's training and training requirements.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) Non-exempt 7 day/ 50 hours a week position.
- Structured work period consists normally of an eight hour work period Monday thru Friday with allowances for lunch and breaks subject to change based on work requirements and call volume. This position has the ability to adjust the eight hour work schedule to fit the needs of drills and training on the approval of assigned supervisor.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.
- Assures preservation of fire scene until an origin and cause has been determined or until scene has been turned over to an investigator, Law enforcement or property owner.
- Supervises the progress of less experienced volunteer personnel. i.e. recruits.

- Enforces and complies with District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to the fire service.
- Assures the safety of assigned personnel on the scene of fires and emergencies.
- Plans, develops and implements fire suppression, fire prevention, hazardous materials, and special operations training for District personnel.
- Evaluates performance of company evolutions during drills to assist in efforts for improvements.
- Responsible for the preparation and posting of an annual training schedule at all District stations.
- Establishes an on-going training schedule, equivalent to state guidelines, for certification of all fire fighters, with a recruit training and evaluation program for new members.
- Maintains the District's training records.
- Prepares an annual year-end training report for Deputy Chief of Training.
- Responsible for all office equipment assigned and issued to the District Training Division.
- Responsible for the monthly training at each District station.
- Responsible for the scheduling and training at Officer's meetings.
- Responsible for all District structural training burns.

OTHER JOB FUNCTIONS

- Participates in weekend duty officer program
- Participates in professional associations as directed
- Participates in management meetings as directed
- Supervises and assist, on an as need basis with battalions when necessary due to the absence of assigned battalion officers
- Supervise and assist in the operation and activities of assigned volunteer fire fighters at emergency calls.
- Assists in investigation of fire incidents by securing the fire scene, identifying evidence and providing written and verbal reports of the incidents.
- Assist on an as need basis with the annual testing of fire hose, department ladders, water supply systems, apparatus pumps and firefighting nozzles.
- Responsible for the upkeep and scheduling required maintenance on assigned vehicle.
- Performs other related duties as assigned by supervisor.

WORKING CONDITIONS

Work is performed in fire stations while sitting, standing or walking and at fire and emergency medical incidents under varying and extreme conditions. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical

responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- Modern equipment, methods, techniques and theories used in the training of adults.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within District.
- Operation and basic maintenance of current fire and rescue apparatus within the District.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District's boundary.
- The safe and appropriate use of firefighting equipment and related tools.
- Basic use of computers

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Strive to achieve good morale and maximum performance among staff.
- Establish and maintain effective working relationships with fellow employees, volunteers, officials and the public.
- Maintain composure and react quickly in emergency situations.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Apply methods, techniques and theories in the training of adults.
- Skillfully and safely use firefighting tools and equipment.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine a proper course of action.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Seven years' experience as a volunteer or career firefighter.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license

- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Emergency Vehicle Incident Prevention Certified
- Emergency Vehicle Incident Prevention Instructor
- NFPA Fire Service Instructor 1
- Burn to Learn Instructor
- Hazardous Materials Awareness Instructor
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200, IS-300, IS-700, IS-800
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- 40 hour Basic Fire Investigation
- Must meet current position level training as noted in training guideline.
- Must live within the boundary of Yakima County Fire District No. 5

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5
Maintenance Department Supervisor
(Career Captain)

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO Training Deputy Chief

SUPERVISES Assigned Paid & Volunteer Fire Fighters

GENERAL STATEMENT OF DUTIES

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Plans, organizes and supervises the work of assigned Fire Fighters and Mechanics. Maintains all District facilities, equipment, apparatus and fire protection systems in a ready state. Responds and directs the activities of fire and aid teams at the scene of a fire or emergency.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) Non-exempt 7 day/ 50 hours a week position.
- Structured work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property.
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.
- Assures preservation of fire scene until an origin and cause has been determined or until scene has been turned over to an investigator, Law enforcement or property owner.

- Assures for a twenty-four hour, mechanic coverage within the District for times not covered by the duty weekend program.
- Supervises and assist on an as need basis with battalion(s) when necessary.
- Oversees the daily operations of assigned personnel.
- Develops a preventive maintenance schedule/program for all District vehicles.
- Prioritizes, assigns and schedules all maintenance work relating to facilities, equipment and apparatus.
- Directs and/or performs all maintenance of facilities, equipment, apparatus and fire protection systems to keep in a state of readiness.
- Works closely with Battalion Officers on maintenance needs.
- Maintains an accurate inventory of all tools and equipment assigned to the maintenance division.
- Recommends and assures the purchase of tools and equipment needed to maintain all facilities, equipment and apparatus.
- Purchases and maintains an adequate inventory of spare parts to assure the state of readiness for all facilities, equipment and apparatus.
- Assures and maintains a collection of all appropriate maintenance and repair manuals.
- Maintains accurate/current records on Maintenance Division's preventive maintenance program.
- Maintains accurate/current records on all repairs of facilities, equipment, apparatus and vehicles.
- Maintains accurate/current records on all vehicles & apparatus.
- Promotes "good housekeeping" work practices.
- Assures the safety of assigned personnel by practicing and promoting safe work habits.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Responds, directs and/or performs as an initial officer the activities of fire and aid teams at the scene of a fire or emergency.

OTHER JOB FUNCTIONS

- Enforces and complies with all District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal regulations and guidelines that apply to the fire service.
- Receives, verifies and approves assigned personnel's time sheets
- Receives, approves and posts assigned personnel's comp-time and vacation request.
- Recommends training for assigned personnel.
- Recommends promotions/advancement for assigned personnel.
- Recommends disciplinary action of assigned staff.
- Participates in the weekend duty officer program.
- Performs other related duties as assigned by supervisor.
- Responsible for the upkeep and scheduling of required maintenance on assigned vehicle.
- Assists assigned Deputy Chief in planning and administration of maintenance department.
- Assists assigned Deputy Chief in preparing a yearly projected Capital Expenditure Budget for maintenance department.

WORKING CONDITIONS

Work is performed in fire stations while sitting, standing, crawling or walking and at fires and emergency medical incidents under varying and extreme conditions. In the course of maintaining the facilities, equipment, apparatus and fire protection systems of the District, power tools and equipment must be used and with this use can pose certain hazards and risks. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- Modern methods, techniques and theories used in the maintenance of facilities, equipment and apparatus.
- Operation and basic maintenance of current fire and rescue apparatus within the District.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- The safe and appropriate use of firefighting equipment and related tools.
- The safe and appropriate use of modern power tools and equipment utilized in the maintenance of fire department facilities, equipment and apparatus.
- Geography and road system within the District's boundary.
- Basic computer use.

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Establish and maintain effective working relationships with other employees, volunteers and the public.
- Maintain composure and react quickly in emergency situations.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine a proper course of action.
- Apply principles and techniques of modern firefighting suppression.
- Skillfully and safely use firefighting tools and equipment.
- Skillfully and safely use power tools and equipment utilized in the maintenance of fire department facilities, equipment and apparatus.

- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D..
- Seven years' experience as a volunteer or career firefighter.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Vehicle Technician or comparable training
- Emergency Vehicle Incident Prevention Certified
- Emergency Medical Technician Certified
- Yakima County Recognized airway Certification
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200, IS-300, IS700-, IS-800
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- 40 hour Basic Fire Investigation
- Must meet current position level training as noted in training guideline.
- Reside within the boundaries of Fire District.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Career Fire Fighter/Mechanic

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO Maintenance Supervisor

SUPERVISES None Assigned

GENERAL STATEMENT OF DUTIES

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Maintains under the direction of the Maintenance Supervisor, all District facilities, equipment, and apparatus and fire protection systems in a ready state.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA); seven day, fifty-hour work period non-exempt position.
- Work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.
- Assures preservation of fire scene until an origin and cause has been determined or until scene has been turned over to an investigator, Law enforcement or property owner.
- Complies with District policies, procedures and guidelines.
- Complies with all local, state and federal guidelines that apply to the fire service.

- Assures the safety of assigned personnel on the scene of fires and emergencies.
- Performs all maintenance of facilities, equipment and apparatus to keep in a state of readiness.
- Recommends the purchase of tools and equipment needed to maintain all facilities, equipment, apparatus and fire protection equipment.
- Assist in the maintaining an adequate inventory of spare parts to maintain all facilities, equipment, apparatus and fire protection equipment
- Completes accurate records on all repairs on facilities, equipment, apparatus and fire protection equipment as required.
- Assist Maintenance Supervisor in working closely with Battalion Officers on maintenance needs.
- Promotes “good housekeeping” work practices.

OTHER JOB FUNCTIONS

- Participates in duty weekend program.
- Supervises and assist on an as need basis with battalion(s) when necessary.
- Assures minimum mechanic staffing after hours.
- Prepares and maintains reports and records of activities, incidents, maintenance, inspections or other information as assigned.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Assist on an as need basis with the annual testing of fire hose, department ladders, water supply systems, apparatus pumps and firefighting nozzles.
- Insures that equipment and station inventory is accounted for at assigned station(s).
- Assures the cleanliness of assigned stations, apparatus and equipment.
- Performs other related duties as assigned by supervisor.
- Responsible for the upkeep and scheduling of required maintenance of assigned vehicle.

WORKING CONDITIONS

Work is performed in fire stations while sitting, standing or walking and at fire and emergency medical incidents under varying and extreme conditions. In the course of maintaining the facilities, equipment, apparatus and fire protection systems of the District, power tools and equipment must be used and with this use can pose certain hazards and risks inherent to the individual piece of equipment. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne

and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- Modern methods, techniques and theories used in the maintenance of facilities, equipment, apparatus and fire protection systems.
- The safe and appropriate use of modern power tools and equipment utilized in the maintenance of fire department facilities, equipment, apparatus and fire protection systems.
- Emergency medical practices and CPR procedures.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within district.
- Operation and maintenance of current fire and rescue apparatus within the District.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District's boundary.
- The safe and appropriate use of firefighting equipment and related tools.
- Basic use of a computer

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Plan, assign and supervise the work of assigned personnel.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Maintain composure and react quickly in emergency situations.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Apply principles and techniques to skillfully and safely use all tools and equipment utilized in the maintenance of District facilities, equipment, apparatus and fire protection systems.
- Skillfully and safely use firefighting tools and equipment.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine a proper course of action.
- Analyze and evaluate assigned operations and develop and implement corrective action to resolve problems.
- Effectively coordinate designated functions, such as training or fire investigation activities including origin and cause with other departments or law enforcement agencies.
- Analyze and evaluate assigned operations and develop and implement corrective actions to resolve problems.
- Effectively use a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Two years' experience as a volunteer or career fire fighter.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Vehicle Technician or comparable training
- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Emergency Vehicle Incident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200, IS-700, IS-800
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- Wild land Fire Fighter 2
- Must meet current position level training as noted in training guideline.
- Must live within the boundary of Yakima County Fire District No. 5.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Volunteer Recruit & Retention Coordinator/ Fire Fighter

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO Deputy Chief of Training & Special Operations

SUPERVISES None Assigned

GENERAL STATEMENT OF DUTIES

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. The Volunteer Recruitment and Retention Coordinator will assist in the development of a master and strategic marketing plan for the fire district. Under this strategic plan and newly developed operational directives the coordinator will develop and manage the District's Volunteer Recruitment and Retention program. Under this plan the coordinator will implement comprehensive effective programs that will attract and retain qualified volunteers to the District as well as responding to emergency calls, assist with special District and volunteer projects and other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA); seven day, fifty-hour work period non-exempt position.
- Work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements and call volume.
- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.

- Assures preservation of fire scene until an origin and cause has been determined or until scene has been turned over to an investigator, Law enforcement or property owner.
- Complies with District policies, procedures and guidelines.
- Complies with all local, state and federal guidelines that apply to the fire service.
- Assures the safety of assigned personnel on the scene of fires and emergencies.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Performs other related duties as assigned by supervisor.
- Responsible for the upkeep and scheduling of required maintenance of assigned vehicle.
- Works with staff and volunteers to develop, implement and maintain recruitment and retention programs, materials, equipment and displays. Monitors program success, researches new programs and monitors development of new recruits and makes recommendations and implements a focused change in identified weaknesses in the program.
- Works with the District's Prevention staff and schedules activities at community events, conducts station tours and public presentation. They will develop public relations with the media as well as new partnerships with local businesses, schools, civic organizations and other community groups.
- May attend conferences, specialized schools, seminars and other training functions to stay abreast of new developments in recruitment and retention of volunteers as well as maintaining firefighter and EMS skills as their supervisor may direct or authorize.
- Provides support to volunteer functions as needed and authorized.
- Performs special projects or programs as assigned, which may include project management functions.
- Keeps work area clean and orderly.
- Conducts all dealings with the public in a manner to reflect a positive image on the District and its officers and firefighters.
- Performs other duties as assigned.

OTHER JOB FUNCTIONS

WORKING CONDITIONS

Work is performed in fire stations while sitting, standing or walking and at fire and emergency medical incidents under varying and extreme conditions. In the course of maintaining the facilities, equipment, apparatus and fire protection systems of the District, power tools and equipment must be used and with this use can pose certain hazards and risks inherent to the individual piece of equipment. When responding to fire emergencies, employees risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical

exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern Recruit & Retention methods and theories.
- Modern marketing programs and methods
- Modern computer systems and operations, including but not limited to web design, programming, etc.
- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- The safe and appropriate use of modern power tools and equipment utilized in the maintenance of fire department facilities, equipment, apparatus and fire protection systems.
- Emergency medical practices and CPR procedures.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within district.
- Operation and maintenance of current fire and rescue apparatus within the District.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within the District's boundary.
- The safe and appropriate use of firefighting equipment and related tools.

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Be an energetic, outgoing personality with highly developed people skills.
- Ability to work well with others, both inside and outside the fire service.
- Work and communicate with people of all ages and socioeconomic groups.
- Ability to work independently, schedule, and prioritize tasks.
- Must have the ability to work a flexible schedule established for the position.
- Utilize and demonstrate logical and progressive reasoning ability that supports cause and effect relationships.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Maintain composure and react quickly in emergency situations.

- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Apply principles and techniques to skillfully and safely use all tools and equipment utilized in the maintenance of District facilities, equipment, apparatus and fire protection systems.
- Skillfully and safely use firefighting tools and equipment.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine a proper course of action.
- Effectively use a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Five years' experience as a volunteer or career fire fighter.
- Training and experience or education in marketing plans development and strategic planning.
- Be a current Volunteer with District 5

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician certification
- Yakima County Recognized airway certification
- Emergency Vehicle Incident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management/Incident Command System, IS-100, IS-200 and IS-700
- Advanced Tactical training (i.e. ITAC, MITCO, STICO)
- Wild land Fire Fighter 2
- Must meet current position level training as noted in training guideline.
- Must live within the boundary of Yakima County Fire District No. 5.

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5

Administrative Assistant

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO District Fire Chief

SUPERVISES None Assigned

GENERAL STATEMENT OF DUTIES

Provides general administrative assistance at the headquarter station of the Fire District.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) non-exempt, non-union position.
- Work period consists normally of a period of Monday thru Friday, 8am to 4pm with allowances for lunch and breaks subject to change based on work requirements.
- This position is a designated Auditing/Investment Officer.
- Complies with District policies, procedures and guidelines.
- Complies with all local, state and federal guidelines that apply to the fire service and the position of Administrative Assistant.
- Answers telephones, screens calls, takes and relays messages.
- Types a variety of correspondences, reports and District documents. Some such may be from rough draft or brief verbal instruction.
- Maintains filing system for correspondences received and sent, career staff personnel files, fire protection contracts, inter-local contracts and accounting information as required by law.
- Sorts, Routes, opens and mails incoming and outgoing District mail.
- Operates office machinery such as calculators, fax machines, copy machines, multi-line telephones, typewriters and computers.
- Responsible for the processing of District generated bills by processing vouchers and entering information into BARS accounting system.
- Responsible for the preparation of District annual Auditor financial reports as required by law.
- Responsible for the monthly preparation of career/volunteer staff payroll to include medical, retirement, Social Security, Labor & Industries and deferred compensation calculations.

- Responsible for the preparation of the District's quarterly tax reports.
- Responsible for the preparation and mailing of annual 1099 forms.
- Responsible for monthly tax deposits.
- Responsible for the processing and billing of fire protection fees and fire protection contracts.
- Responsible for the processing of new members, claims for injury and pensions with the Washington State Volunteer Relief & Pension.
- Responsible for the District's Records Retention Program.
- Maintains an adequate supply of office supplies, used throughout the District.
- Making travel, meeting and events arrangements.

OTHER JOB FUNCTIONS

- This position is the designated Assistant Secretary to the Board of Fire Commissioners responsible for taking minutes at the monthly board of commissioner's meeting under the direction of the District Chief.
- Assist in the sorting, reviewing and assurance of accuracy of all fire and EMS reports entered into the National Fire Incident Reporting System (NFIRS) program after being imported from the field.
- Assist in the exporting of required (NFIRS) information to Washington State.
- Assist in entering information for reimbursement to District volunteers from weekly truck checks and special drills or events.
- Assist in assuring accuracy and makes computer entries for reimbursement on each volunteer fire fighter for each emergency they respond to and training session attended.
- Assist in assuring accuracy and makes computer entries for Volunteer reimbursement.
- Assist in the preparation of an annual District fire and EMS run report.
- Responds to inquiries for copies of fire and EMS reports.
- Assist in the responsibility of the disbursement and balancing of the District's petty cash program.
- Assist in performing background checks submitted to the Washington State Patrol on all new volunteer recruits.
- Responsible for the accuracy of computer programs used by the District to track volunteer personnel information when involved in the actual data inputting of information. (i.e. my mail list, ERS program personnel section).
- Performs other related duties as assigned by supervisor.

WORKING CONDITIONS

Work is performed in a fire station business office setting while sitting, standing or walking. Confidentiality is a requirement and failure of compliance could lead to either a civil or criminal penalty. Requires; stooping, kneeling, crouching, reaching, mobility, fingering, grasping, talking, hearing, seeing, and repetitive motion. Sedentary work; exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull

or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern business office practices.
- Modern business office machinery
- Modern fire and medical terminology.
- Basic accounting
- General knowledge of payroll
- Complex mathematical knowledge
- Processes used when dealing with fire service organizations such as the Washington State Volunteer Relief & Pension Board, Washington State Patrol's Washington Access to Criminal History (WATCH) program and the like.
- BARS accounting system.
- National Fire Incident Reporting System computer program utilized by the District.
- The processing of vouchers, tax reports, employee payroll, medical, retirement, Social Security, Labor & Industries, employee deferred compensation deductions and any other documents utilized by the District.
- The laws governing fire district office operations.
- Strong and effective use of a computer and programs to include Microsoft Word, Microsoft Access, Microsoft Excel, Acrobat, etc.

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language with knowledge of business English, composition, spelling and punctuation.
- Establish and maintain effective working relationships with other employees, volunteers, elected and public officials, local, state and federal officials and the public by maintaining excellent interpersonal skill.
- Skillfully use modern office equipment utilized by the District such as computer, fax machines, copy machines, calculators, typewriters and multi-line telephones.
- Ability to work under time restraints, and be able to gather needed information with little or no time or assistance.
- Process vouchers, tax reports, employee payroll, medical, retirement, Social Security, Labor & Industries and employee deferred compensation forms.
- Accurately enter information into the BARS accounting system and other programs utilized by the District.
- Accurately enter information into the National Fire Incident Reporting System program utilized by the District.
- Track and verify debt collection activities.
- Perform a variety of complex calculations for payroll, taxes, retirement, etc.

- Be extremely accurate in handling all tasks as they pertain to financial transactions, volunteer reimbursement and staff payroll.
- Deal pleasantly, courteously, and tactfully with the general public, outside agencies and staff.
- Maintain strong and effective use of a computer and programs used in the district to include Microsoft Word, Microsoft Access, Microsoft Excel, Acrobat, etc.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; and establishing personal networks.
- Ability to maintain a high level of confidentiality; comply with HIPPA and other Federal, State and County policies or guidelines regarding employees.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Minimum of 3 years of experience in computer applications and skills; math and accounting

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Insurable
- Experienced typist. (50 wpm preferred)
- Proficient in the use of office equipment
- Incident Management/Incident Command System, IS-100, IS-700
- Notary Public License

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

Yakima County Fire District #5

Administrative Secretary

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO District Fire Chief

SUPERVISES None Assigned

GENERAL STATEMENT OF DUTIES

Provides general secretarial assistance at the headquarter station of the Fire District.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) non-exempt position.
- Work period consists normally of a period of Monday thru Friday, 8am to 2:36pm with allowances for lunch and one break subject to change based on work requirements.
- Complies with District policies, procedures and guidelines.
- Complies with all local, state and federal guidelines that apply to the fire service and the position of Administrative Assistant.
- Answers telephones, takes and relays messages.
- Types a variety of correspondences, reports and District documents. Some such may be from rough draft or brief verbal instruction.
- Maintains filing system for correspondences received and sent, career and volunteer personnel files, annual fire reports and volunteer annual reimbursement.
- Sorts, routes, opens and mails incoming and outgoing District mail.
- Operates office machinery such as calculators, fax machines, copy machines, multi-line telephones, typewriters and computers.
- Sorts, reviews and assures the accuracy of all fire and EMS reports entered into the National Fire Incident Reporting System (NFIRS) program after being imported from the field.
- Responsible for the exporting of required (NFIRS) information to Washington State.
- Performs computer entries for reimbursement to District volunteers from weekly truck checks and special drills or events.
- Assures accuracy and performs computer entries for reimbursement on each volunteer fire fighter for each emergency they respond to and training session attended.
- Assures accuracy and performs computer entries for Station Captain reimbursement.

- Prepares an annual District fire and EMS run report.
- Responds to inquiries for copies of fire and EMS reports.
- Responsible for the disbursement and balancing of the District's petty cash program.
- Responsible for the ordering of specific office supplies.
- Responsible for background checks submitted to the Washington State Patrol on all new volunteer recruits.
- Responsible for the accuracy of computer programs used by the District to track personnel information. (i.e. my mail list, ERS program personnel section).

OTHER JOB FUNCTIONS

- Assists in the processing of District generated bills by processing vouchers and entering information into BARS accounting system.
- Assist in the preparation of the monthly payroll to include medical, retirement, Social Security, Labor & Industries and deferred compensation calculations.
- Assist in the preparation of the District's quarterly tax reports.
- Assist in the processing and billing of fire protection fees and fire protection contracts.
- Assist in the processing of new members, claims for injury and pensions with the Washington State Volunteer Relief & Pension.
- Assist in the preparation and maintenance of the District's small works roster and vendor's list.
- Assist in the data input of district inventory
- Housekeeping of the District's headquarter offices.
- Performs other related duties as assigned by supervisor.

WORKING CONDITIONS

Work is performed in a fire station business office setting while sitting, standing or walking.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern business office practices.
- Modern business office machinery
- Modern fire and medical terminology.
- Processes used when dealing with fire service organizations such as the Washington State Volunteer Relief & Pension Board, Washington State Patrol's Washington Access To Criminal History (WATCH) program and the like.
- BARS accounting system.
- National Fire Incident Reporting System computer program utilized by the District.
- The processing of vouchers, tax reports, employee payroll, medical, retirement, Social Security, Labor & Industries, employee deferred compensation deductions and any other documents utilized by the District.
- The laws governing fire district office operations.
- Basic use of a computer.

Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Skillfully use modern office equipment utilized by the District such as computer, fax machines, copy machines, calculators, typewriters and multi-line telephones.
- Process vouchers, tax reports, employee payroll, medical, retirement, Social Security, Labor & Industries and employee deferred compensation forms.
- Accurately enter information into the BARS accounting system utilized by the District.
- Accurately enter information into the National Fire Incident Reporting System program utilized by the District.
- Be extremely accurate in handling all tasks as they pertain to financial transactions, volunteer reimbursement and staff payroll.
- Deal pleasantly, courteously, and tactfully with the general public, outside agencies and staff.
- Effective use of a computer and programs used in the district.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Experienced typist. (50 wpm preferred)
- Proficient in the use of office equipment
- Incident Management/Incident Command System, IS-100, IS-700

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

Yakima County Fire District #5
Dispatcher

PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO Dispatch Supervisor

GENERAL STATEMENT OF DUTIES

Receives, records and dispatches requests for emergency and non-emergency responses utilizing radio, telephone and Computer Aided Dispatch (CAD) systems.

Performs clerical and data entry duties as necessary to create and maintain computer information files, reports and reference materials.

Operates phone system for the purpose of business for Yakima County Fire District #5.

ESSENTIAL JOB FUNCTIONS

- This is a Fair Labor Standards Act (FLSA) non-exempt position.
- Scheduled work periods consist of four eight hour rotating shifts that assure a twenty-four hour, seven day a week coverage.
- Operate a variety of equipment including but not limited to: radio console, Computer Aided Dispatch (CAD) System, computers, TTY, alarm monitoring equipment, recording devices, telephones and other related equipment
- Receives, records and transmits requests for emergency and non-emergency responses.
- Monitors a variety of radio channels.
- Make routine announcements and relays information via radio and paging systems.
- Uses and maintains familiarity of maps, addressing systems and other pertinent information for the purpose of determining dispatch of appropriate jurisdiction, equipment and personnel.
- Monitors and maintains the position and status of units in the field. Directs the movements of units, including ambulances to maintain adequate coverage of areas within the district.
- Maintains alarm room equipment and notifies responsible parties of malfunctions or when equipment is out of service.
- Maintains awareness of and complies with departmental policies, guidelines and procedures.
- May be required to perform temporary relief duties.
- May be required to appear in court when subpoenaed.

OTHER JOB FUNCTIONS

- Participate in training and quality improvement
- Participate in dispatch meetings
- Receives and directs public inquiries and/or complaints to appropriate personnel
- Participates in performance evaluations
- Participates in creation and maintenance of District resources including but not limited to resource guides, reference material, reports, logs, inventory, etc.
- May participate in Public education
- Participates in the training of new dispatchers
- Performs other related duties as assigned by supervisor
- Performs housekeeping duties as necessary

WORKING CONDITIONS

Dispatchers are subject to stress due to the nature and urgency of the emergency services provided. Dispatchers will be required to work monthly rotating eight hour shifts including weekends and holidays. Work is in a secured environment. There is no smoking allowed in the Alarm room, offices or classrooms. Dispatchers may be required to work in a seated position for extended periods with limited opportunity for physical movement. Work may be required with little or no opportunity for relief and/or meal breaks. Dispatchers may be called in to work on days off or may have to work beyond the normal work schedule. Employees must have active telephone service and transportation

MINIMUM QUALIFICATIONS

Knowledge of

- Maps, streets, geographical features of the surrounding areas
- Types and uses of emergency equipment dispatched by the center
- Locations of local fire stations and ambulance bases
- Operation and maintenance of equipment used in dispatch

Ability to

- Type accurately
- Carry on multiple tasks simultaneously under stressful situations
- Learn and operate CAD
- Deal with the public in a courteous and efficient manner under stressful situations including verbal abuse.
- Work independently with little or no supervision
- Work in an isolated environment for extended period of time
- Work well with other dispatchers
- Listen Attentively and interrogate for needed information
- Organize details quickly and logically
- Think clearly, make quick and accurate judgments

- Speak English clearly and at sustained rapid rates in order to transmit information and locations to responding units during emergency situations.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- G.E.D.
- Prior dispatching experience
- State Approved Telecommunicator I or II courses

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State Driver's License
- Valid Advanced First Aid Card including CPR (within 6 months)
- Incident Management/Incident Command System – IS-100, IS-200, IS-700

The following are requirements for dispatchers and should/will be obtained at the first available opportunity

- Washington State Telecommunicator I
- Washington State Telecommunicator II
- Washington State approved TTY/TDD training

The signature below signifies that the employee has received and understands the job description for the position held.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE SIGNED: _____

PERSONNEL**Working Conditions**

A district Fire Fighting employee is expected to be able to:

- Work inside and out. He/she is subject to all hazards associated with fire suppression and emergency medical service responses, including, but not limited to: the dangers of poor weather, unpleasant odors, heat, high noise levels, hazardous materials, burns, hazardous traffic conditions, contagious diseases and contact with persons under severe emotional stress.
- Work irregular hours and rotational shifts, perform standby duties, be on call, be able to immediately respond to emergencies, and be subject to off-shift call.
- Climb, stoop, stand, bend, stretch, and work in tiring and uncomfortable positions.
- Lift equipment and components weighing from twenty (20) to fifty (50) pounds, and occasionally lift and carry items weighing over fifty (50) pounds. Plus additional requirements that may from time to time be adopted during the period of employment.

All necessary materials, tools, protective clothing, and appropriate duty uniforms will be furnished by Yakima County Fire Protection District No. 5 and will remain the property of the district.

Cross Reference: Policy 2430

Position Descriptions

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL

Length of Scheduled Work Day

The district's scheduled work day is considered to be on a Monday-Friday, 8:00 am to 4:00 pm except holidays and scheduled days off for all district employees, not including dispatchers. The following breaks from work are allowed when convenient for the staff member to take: One fifteen minute in the morning, one thirty minute at noon and one fifteen minute in the afternoon. The missing of one or all of these breaks does not allow an adjustment of an employee's schedule. The staff member must remain available to respond to calls during breaks.

The district communications center will be staffed twenty-four hours a day, every day of the year. Dispatchers must remain in the dispatch center for all breaks, including lunch breaks unless relieved by the alarm supervisor.

Work schedules can change depending on responsibilities in the district and specific district needs.

Cross Reference: Policy 2734/2734A/2734B/2734C Compensation Time

Legal Reference: 29 C.F.R. 500-589 Fair Labor Standards
Amendments of 1985 (FLSA)
WAC 356-15-030 Overtime provisions and
compensation

Adoption Date: May 3, 2005 Revised: June 6, 2006 Revised: 04/01/2008
Revision Date: 04/07/2015

Chief Signature: _____

PERSONNEL

Duty Weekend Coverage

In an effort to provide a minimum level of staffing, the District maintains a duty weekend schedule in which assigned personnel are responsible for the coverage of the District within their designated areas. These minimum staffing levels and areas of coverage include the following, when staffing levels allow:

- One West Division Officer
- One East Division Officer
- One Chief Officer
- Scheduled Volunteer Duty Firefighter

A yearly schedule will be posted by December 1st for the upcoming year.

It is the responsibility of the scheduled employee to assure coverage for their weekend. In the event the scheduled employee cannot fulfill the responsibilities for the scheduled day(s) .i.e. due to illness, injury, etc., the chief officer has the authority to fill the position or allow the position to remain unfilled. If the position is not filled where a trade situation can occur at a later date, the scheduled employee's salary will be adjusted accordingly.

In the event of an extended illness or injury where an employee is unable to fulfill the responsibilities for their scheduled weekend days and another employee is required to fill the vacant position, the injured/ill employee's salary will be adjusted accordingly. The employee who fills the vacant shift will be reimbursed at the current duty weekend rate for all covered shifts.

Adoption Date: May 3, 2005 Revised Date: January 1, 2011 Revision Date: 04/07/2015

Chief Signature: _____

PERSONNEL

Uniforms and Appearance / Dress Code

The image of the district is reflected in the services that are rendered, relationships with clients and by the personal appearance of staff. The chief is directed to establish a uniform dress code to be in effect while on duty and/or while engaged in training activities or while engaged in public service activities or emergency operations.

On Duty is defined as an employee's normal scheduled work period. Duty weekends are considered non-duty time and casual clothing may be worn although Department attire is recommended for identification purposes.

Training Activities is defined as scheduled monthly fire & EMS drills to include scheduled officer meetings, Safety meetings and recruit training. Training taken or given within Yakima County and during normal work hours is defined as On-Duty time.

* If you are representing the District, in service and getting compensated or your time is accountable you should be in uniform.

Reference: NFPA - Station/Work Uniforms for Fire Fighters,
Current Addition
Chapter 296-305 WAC Safety standards for firefighters
Current Addition

Adoption Date: May 3, 2005 Revision Date: 04/07/2015

Chief Signature: _____

PERSONNEL

Uniforms and Appearance / Dress Code

- Uniforms shall be furnished to the district staff that respond to emergency calls, provide training or perform prevention presentations for the fire district. Dispatchers, Administrative Assistants and Administrative Secretaries shall only be issued uniform shirts. The district on a fair wear and tear basis shall replace said clothing. These items shall be cleaned by the member and worn in accordance with the uniform and protective clothing guidelines of the district. Class “A” formal dress uniforms shall be cleaned per manufacture recommendations by the district on a needs basis after an authorized district event.
- Uniforms shall be purchased through the district office and orders placed by the staff officer, assigned by the chief, in charge of uniforms. The officer assigned may give authorization to a staff member to purchase items from approved vendors. Prior approval shall be required for reimbursement of funds for these purchases.
- Uniforms shall be kept neat, clean, in good repair, and well pressed at all times and avoid that which would distract from the general appearance of the uniform. While wearing the uniform, personnel shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling, and hands in pockets. Shirt shall remain properly tucked in and remain centered on the body’s vertical axis.
- The uniform shall be worn in its intended entirety at all times when on duty, unless otherwise directed by the chief. There shall be no alterations of design of the uniforms. The following are approved accessories of Yakima County Fire District #5 uniforms. All members, when dressed in uniform shall wear accessories in their designated location on the uniform:
 - District patch – left sleeve Sewn $\frac{3}{4}$ inch below seam on shoulder
 - Medical Certification patch – right sleeve Sewn $\frac{3}{4}$ inch below seam on shoulder
 - Collar metal Worn on the leading edge front edge centered.
 - Name Tag Centered over right breast pocket no more than $\frac{1}{4}$ inch above right pocket flap with serving since plate attached.
 - Badge Centered over left breast pocket in badge holder.
 - Tie Clip On tie even with the bottom flaps of the right and left breast pockets.

- Footwear is to be polished/oiled as needed to cover obvious scuffs. Class “A & B” uniform footwear shall be shined. Footwear, which has loose and/or worn soles or heels, presents a potential safety hazard and is not to be worn while on duty. All leather accessories are to be polished and kept in good condition. Lace up boots should be clean and stained black with an oil seal to protect the leather from dryness and extend the life of the boot.
- Jewelry shall be limited so it does not interfere with one’s performance or safety. Examples would be, chains worn outside of garments and hoop earrings could be a safety concern.
- Uniforms shall not be worn while on suspension or off duty without approval of the fire chief.
- Following are the individual classes of uniforms and proper wearing of each class. Included are typical situations which warrant the wearing of such as recognized by the district:
 1. **Class “A” Formal Dress Uniform:** Personnel shall wear the district’s Class “A” Formal Dress Uniform in an official capacity as a Yakima County Fire District #5 employee. Typical recognized uses include formal administrative meetings, funerals, and district functions as direct by the fire chief. When wearing the formal class “A” uniform, collar metal insignias and badge shall be properly placed on jacket. Jacket shall remain on and fully buttoned during event. An issued long sleeve class “A” shirt shall be worn under jacket in accordance with the class “A” uniform wearing instructions.
 2. **Class “A” Uniform:** Typical recognized uses include formal meetings, funerals, business meetings, public appearances or as a daily uniform during winter months. When wearing the class “A” uniform, collar metal insignias, tie clip, badge and nametag shall be properly worn on shirt. Shirt shall remain fully buttoned with an undershirt of the same color and a tie properly worn. When wearing the class “A” uniform with the issued long sleeve mock neck undershirt, collar metal insignias, badge and name tag shall be properly worn on uniform shirt.
 3. **Class “B” Uniform:** Typical recognized uses include a daily uniform during winter and summer months, office work, and general meetings. When wearing the class “B” uniform, collar metal insignias, badge and nametag shall be properly worn on shirt. Shirt shall remain fully buttoned except for the top button with an undershirt of the same color.
 4. **Class “C” Uniform:** Typical recognized uses include fire ground operations, grounds keeping, hose testing, or at the discretion of the fire chief. The Class “C” uniform should only be worn where more than normal degradation would occur to the Class “B” uniform. The navy blue class “C” uniform shirt is a recognized undershirt for those employees wearing navy blue class “A & B” uniforms.

CHIEF OFFICER (CO)

Class A formal:

Dress Jacket (Black with stars of service for each 5 years on sleeves, gold in color, stripes on sleeves for rank indication, gold in color, and gold buttons).

Long sleeve shirt (White)

Collar metal (Gold in color with cross bugles to indicate rank)

Badge (Gold in color with gold cross bugles indicating rank)

Pair of slacks (Black)

Pair of dress shoes (Black)

Belt (Black, smooth leather, plain gold buckle)

Tie (Black)

Tie Clip (Gold in color)

Hat (White w/black brim with gold cross bugle badge indicating rank)

Fire Chief 5 – Crossed Bugles

Deputy Chief 4 – Crossed Bugles

Battalion Chief 3 – Crossed Bugles

Class A uniform:

Long sleeve shirt (White)

Collar metal (Gold in color with cross bugles to indicate rank)

Name Tag (Gold with black lettering and serving since bar)

Badge (Gold in color with gold cross bugles to indicate rank)

Nomex pants (Black)

Boots (Black leather slip-ons or 8 inch lace-up)

Belt (Black basket weave, gold buckle)

Tie (Black)

Tie Clip (Gold in color)

Winter coat w/ liner if needed for warmth, gold buttons (Black)

Long Sleeve pull-over V neck sweater if needed for warmth in lieu of winter coat. (Black)

Class B uniform:

Short sleeve shirt (White)

Collar metal (Gold in color with cross bugles to indicate rank)

Name Tag (Gold with black lettering and serving since bar)

Badge (Gold in color with gold cross bugles to indicate rank)

Nomex pants (Black)

Belt (Black basket weave, gold buckle)

Boots (Black leather slip-on or 8 inch lace-up)

Winter coat w/liner if needed for warmth, gold buttons (Black)

Long Sleeve pull-over V neck sweater if needed for warmth in lieu of winter coat. (Black)

Class B Uniform cont. (Class B uniform worn with Long Sleeve pull-over V neck sweater will be considered another option for the Class A Uniform. Sweater must remain on)

Class C uniform: District Tee-Shirt (Navy Blue)
Badge in badge holder w/belt clip recommended
Nomex pants (Black)
Belt (Black basket weave, gold buckle)
Boots (Black leather slip on or 8inch leather lace-up)
Black hat (Baseball style district issued, if needed)
Work coveralls (Blue, if needed)
Winter coat w/liner if needed for warmth, gold buttons (Black)
District Pull-Over sweatshirt for warmth. (Navy Blue)

CAPTAIN (Capt.)

Class A formal: Dress Jacket (Black with stars of service for each 5 years on sleeves, silver in color, 2 stripes on sleeves for rank indication, silver in color, and silver buttons).
Long sleeve shirt (White)
Collar metal (Two silver crossed bugles indicating rank)
Badge (Silver in color with silver cross bugles indicating rank)
Pair of slacks (Black)
Pair of dress shoes (Black)
Belt (Black, smooth leather, plain silver buckle)
Tie (Black)
Tie Clip (Silver in color)
Hat (White w/black brim with silver cross bugle badge indicating rank)

Class A uniform: Long sleeve shirt (Navy Blue)
Collar metal (Two silver crossed bugles to indicate rank)
Name Tag (Silver with black lettering and serving since bar)
Badge (Silver in color with silver cross bugles to indicate rank)
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black leather slip-ons or 8inch lace-up, non-skid sole)
Tie (Black)
Tie Clip (silver in color)
Winter coat w/ liner if needed for warmth.

Class B uniform: Short sleeve shirt (Navy Blue)
Collar metal (Two silver crossed bugles to indicate rank)
Name Tag (Silver with black lettering and serving since bar)
Badge (Silver in color with silver cross bugles to indicate rank)
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black leather slip-on or 8inch lace-up/zippered, non-skid sole)
Winter coat w/liner or liner if needed for warmth
District Pull-Over sweatshirt in lieu of winter coat or liner for warmth. (Navy Blue)

Class C uniform: District Tee-Shirt (Navy Blue)
Badge in badge holder w/belt clip recommended
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black, 8inch leather lace-up/zippered, non-skid sole)
Black hat (Baseball style district issued, if needed)
Work coveralls (Blue, if needed)
Winter coat w/liner or liner if needed for warmth
District Pull-Over sweatshirt in lieu of winter coat or liner for warmth. (Navy Blue)

LIEUTENANT (LT.)

Class A formal: Dress Jacket (Black with stars of service for each 5 years on sleeves, silver in color, 1 stripe on sleeves for rank indication, silver in color, and silver buttons).
Long sleeve shirt (White)
Collar metal (One silver bugle upright indicating rank)
Badge (Silver in color with one silver bugle upright indicating rank)
Pair of slacks (Black)
Pair of dress shoes (Black)
Belt (Black, smooth leather, plain silver buckle)
Tie (Black)
Tie Clip (Silver in color)
Hat (White w/black brim with one silver bugle upright badge indicating rank)

Class A uniform: Long sleeve shirt (Navy Blue)
Collar metal (One silver bugle upright to indicate rank)
Name Tag (Silver with black lettering and serving since bar)

Class A uniform cont.: Badge (Silver in color with one silver bugle upright indicating rank)
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black leather slip-ons or 8inch lace-up, non-skid sole)
Tie (Black)
Tie Clip (silver in color)
Winter coat w/ liner if needed for warmth

Class B uniform: Short sleeve shirt (Navy Blue)
Collar metal (One silver bugle upright to indicate rank)
Name Tag (Silver with black lettering and serving since bar)
Badge (Silver in color with one silver bugle upright indicating rank)
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black leather slip-on or 8inch lace-up/zippered, non-skid sole)
Winter coat w/liner or liner if needed for warmth
District Pull-Over sweatshirt in lieu of winter coat or liner for warmth. (Navy Blue)

Class C uniform: District Tee-Shirt (Navy Blue)
Badge in badge holder w/belt clip recommended
Badge in badge holder w/belt clip
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black, 8inch leather lace-up/zippered, non-skid sole)
Black hat (Baseball style district issued, if needed)
Work coveralls (Blue, if needed)
Winter coat w/liner or liner if needed for warmth
District Pull-Over sweatshirt in lieu of winter coat or liner for warmth. (Blue)

FIREFIGHTER (FF)

Class A formal: Dress Jacket (Black with stars of service for each 5 years on sleeves, silver in color, 1 stripe on sleeves for rank indication, blue in color, and silver buttons).
Long sleeve shirt (White)
Collar metal (Silver crossed axes indicating rank)
Badge (Silver in color with firefighter scramble indicating rank)
Pair of slacks (Black)
Pair of dress shoes (Black)

Class A Formal cont.: Belt (Black, smooth leather, plain silver buckle)
Tie (Black)
Tie Clip (Silver in color, axe)
Hat (Black w/black brim)

Class A uniform: Long sleeve shirt (Navy Blue)
Collar metal (Silver crossed axes to indicate rank)
Name Tag (Silver with black lettering and serving since bar)
Badge (Silver in color with firefighter scramble indicating rank)
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black leather slip-ons or 8inch lace-up, non-skid sole)
Tie (Black)
Tie Clip (Silver in color)
Blue long sleeve mock neck undershirt with embroidery
Winter coat w/ liner or liner if needed for warmth
District Pull-Over sweatshirt in lieu of winter coat or liner for warmth. (Navy Blue)

Class B uniform: Short sleeve shirt (Navy Blue)
Collar metal (Silver crossed axes to indicate rank)
Name Tag (Silver with black lettering and serving since bar)
Badge (Silver in color with firefighter scramble indicating rank)
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black leather slip-on or 8inch lace-up/zippered, non-skid sole)
Winter coat w/liner or liner if needed for warmth
District Pull-Over sweatshirt in lieu of winter coat or liner for warmth. (Blue)

Class C uniform: District Tee-Shirt (Navy Blue)
Badge in badge holder w/belt clip
Nomex pants (Navy Blue)
Belt (Black basket weave, silver buckle)
Boots (Black, 8inch leather lace-up/zippered, non-skid sole)
Black hat (Baseball style district issued, if needed)
Work coveralls (Blue, if needed)
Winter coat w/liner or liner if needed for warmth
District Pull-Over sweatshirt in lieu of winter coat or liner for warmth. (Navy Blue)

In order to meet the above requirements for uniform wear each chief officer, captain, lieutenant and firefighter will be initially issued the following:

- 1 – Dress Jacket
- 2 – Long sleeve shirt
- 5 – Short sleeve shirts
- 2 – Sets of collar metal
- 1 – Pair of dress slacks
- 1 – Pair of dress shoes
- 1 – Dress belt smooth
- 1 – Tie
- 1 – Tie Clip
- 1 – Dress Hat
- 1 – District Baseball style hat
- 2 – Name Tags w/serving since tag
- 3 – Badges
- 1 – Hat Badge
- 1 – Badge holder w/belt clip
- 5 – Nomex pants
- 5 – District Tee shirts
- 1 – Basket weave belt
- 1 – Pair Boots (Black leather slip-on)
- 1 – Pair Boots (Black 8inch leather lace-up/zippered, non-skid sole)
- 1 – Pair work coveralls
- 1 – Winter coat w/liner
- 1 – Black V neck pull-over sweater (Chief Officers)
- 1 – Navy Blue Pull-over sweatshirt (Chief Officers, Capt., Lt., FF)

DISPATCHER/ADMINISTRATIVE ASSISTANT/SECRETARY (D-AA-AS)

Dispatchers and Administrative Assistants will be issued short sleeved, assorted color polo type shirts. These shirts shall be considered the employees daily uniform shirt and shall be worn in accordance with district recognized standards. Additional attire will be furnished by the employee and shall be industry recognized office attire. Following are examples of accepted and non-accepted attire:

Pants/Skirts

- A. Slacks / cords
- B. Jeans (that are not faded, bleached, worn out or having holes)
- C. Skirts/Dresses (knee length or longer)

Tops

- A. District issued Polo Shirts, Tee shirts, cardigans, vest, sweatshirts, hats, coats, etc.
- B. YCFD 5 Cancer Awareness T-Shirts for October Fridays.

Footwear

- A. Tennis shoes
- B. Flats
- C. Loafers/dress shoes
- D. Boots
- E. Sandals during the months of June, July, August and September

Acceptable office attire shall be professional rather than casual when employees are making contact with the public through meeting, presentations and/or public education programs and shall meet the district's strict dress codes. Examples of unacceptable clothing/dress are as follows:

- Tube tops, open back or halter tops, midriff tops
- Sleeveless muscle shirts with enlarged armholes
- Coveralls, bib or utility
- Clothing items designed to be undergarments
- Any clothing item in need of obvious mending or repair
- Recreational, jogging, biking, Lycra, Spandex or tight fitting shorts
- Transparent tops
- Clothing items with objectionable writing or graphics
- Objectionable or offensive accessories
- Bare feet
- Shorts

FIRE PREVENTION (FP)

The district's designated Fire Prevention person, if other than a designated district officer will be issued the following to be worn during fire prevention activities:

- 1 – Long sleeve/short sleeve shirt (Navy Blue)
- 2 – Collar Metal (Silver crossed axes)
- 1 – Name Tag (Silver with black lettering and serving since bar)
- 1 – Badge (Silver in color with firefighter scramble)
- 1 – Pair of slacks (Navy Blue)
- 1 – Pair of dress shoes (Black)
- 1 – Belt (Black, smooth leather, plain silver buckle)
- 1 – Tie (Black)
- 1 – Tie Clip (Silver in color, axe)

Adoption Date: May 3, 2005 Revised: June 6, 2006 Revised: April 1, 2008
Revised: January 1, 2011 Revised: February 7, 2012 Revised: April 7, 2015 Revised: August 2, 2019
Chief Signature: _____

PERSONNEL**Code of Conduct**

A code of conduct shall be developed and adopted which, in principle, places the priority of concern for providing the highest level of professional conduct to the residents of the district and to the members of the district. Violation of the code of conduct may result in disciplinary action or termination.

Cross Reference:	Policy 2441	Conflict of Interest
	Policy 2444	Drug-Free Workplace
	Policy 2604	Disciplinary Action and
		Discharge

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL

Code of Conduct

In order to provide the highest level of professional conduct possible to the residents of the fire district, district members shall adhere to the following code:

- In matters of general conduct, district members shall be governed by the ordinary and reasonable rules of behavior and shall commit no act tending to bring reproach or discredit to the district or its staff members.
- No district member shall on or off duty, use the uniform, badge, insignia or prestige of the district for the purpose of personal gain.
- No district member shall lend his/her name, as a member of the district to any commercial or business enterprise; nor shall they approve or tolerate the use of the name and the prestige of the district for any such purpose.
- No district member shall receive or accept a reward, fee or gift from any person for services incident to the performance of duty, except with permission from the chief or in his/her absence a deputy chief. See policy 2443.
- No district member shall release or cause to be released any district information, investigation or similar district business without first receiving approval of the chief or in his/her absence a deputy chief.
- District members are to be courteous and respectful in their dealings with the public and fellow staff members.
- District members shall not permit any non-district personnel to ride in/on the apparatus without prior approval of the chief or deputy chief.
- All boisterous conduct, "horseplay", or similar activities which may result in injury or illness to anyone is forbidden while on duty or in station.
- No district member shall report to work or respond to alarms, drills or meetings or represent the district under the influence of any intoxicating liquor, illegal chemical substance or in a mental state as to interfere with their duties with the district or with other district personnel or patrons.

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL

Conflict of Interest

Except as permitted by law, commissioners or district members shall not sell or barter anything to the district or to a contractor supplying the district.

Commissioners or district members shall not accept or seek from others, any service, information, or thing of value on more favorable terms than those granted to the public generally, from any person, firm or corporation having dealings with the district.

Commissioners or district members shall not accept, directly or indirectly, any gift, favor, loan, retainer, entertainment or other thing of monetary value from any person, firm or corporation having dealings with the district when such acceptance would conflict, or create the appearance of a conflict, with the performance of the district member's duties. A conflict or appearance of a conflict shall be deemed to exist where a reasonable and prudent person would believe that such was given for the purpose of obtaining special consideration or influence. If a commissioner or district member is given or offered any gift, favor, loan, retainer, entertainment or other thing of monetary value under circumstances which could reasonably be construed to create a conflict of interest or the appearance of a conflict of interest, the commissioner or district member shall immediately report such activity to the chief. The chief shall in turn inform the board of commissioners.

While the board of commissioners recognizes that its interests are best served when good relations are developed between the district and others with whom the district may have business dealings, the district discourages commissioners or district members from accepting any gifts or benefits which have an extrinsic value. The district does permit commissioners or district members to accept an occasional lunch or its equivalent.

Violation of this policy will result in disciplinary action up to and including discharge.

Cross Reference: Policy 1512 Conflict of interest

Legal Reference: RCW 42.18 Executive conflict of interest act

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL**Resolution of District Member Complaints**

The board of commissioners recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among district members, to reduce potential complaints and to establish and maintain recognized two-way channels of communication between supervisory personnel and district members.

The district intends to expedite the process for all concerned parties. A district member is urged to use the administrative procedures whenever he/she feels that a district action is unjust. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL

Resolution of Staff Complaints

The following procedure has been established for resolving a complaint filed by a member of the district:

Step One

An aggrieved district member shall present a complaint in writing to their supervisor or in the event the complaint involves their supervisor the member shall present their written complaint to the chief or in the event the complaint involves the chief the member shall present their written complaint to the chairman of the Board of Fire Commissioners within 15 days of the action or incident being grieved. The written statement of the complaint shall contain:

- The facts upon which the complaint is based as the district member sees them;
- A reference to the policies of the district which have allegedly been violated; and
- The remedies sought.

The district member shall discuss the complaint claim with their supervisor or in the event the complaint involves their supervisor the member shall discuss the complaint with the next district officer in the recognized chain of command. If the complaint is against another district member, such individual shall be present at the meeting to present the facts as he/she sees them. A sincere effort shall be made to resolve the complaint at this level. If the complaint has not been resolved in the above process, the district member will be advised of their right to appeal to the chairman of the board. If the district member does not appeal the complaint to the chairman of the board within 10 days of the staff member's meeting with the chief, the complaint shall be waived.

Step Two

If the district member appeals his/her complaint to the board as provided, the board may hold a hearing to hear the appeal of the chief's decision. At the appeal before the board, the district member may be accompanied by counsel if the district member wishes. If other district members are involved, they shall be present at the hearing to present the facts as they see them. The board of commissioners shall present its decision with respect to the complaint at the following months board of commissioners regularly scheduled meeting. The board decision shall be considered final.

Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL

Solicitations, Endorsements or Gifts

Commissioners or district members are not permitted to solicit or accept from any person, business or organization any money, tangible or intangible personal property, service or entertainment for the benefit of the member or the district, if it may reasonably be inferred that the person, business or organization:

- Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty, or
- Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

Members of the district are forbidden to solicit or receive subscriptions or donations or to influence any person to purchase tickets for any purpose in which the name of the fire district is either used or implied, without the approval of the chief.

Members of the district shall not endorse any product in the name of the fire district or as a member of the fire district for the purpose of realizing personal profit.

Members of the district shall not, while in the uniform or while representing the district, actively participate in any campaign for any individual or political party seeking an elective office or participate in any other issue that may be in conflict with the district's legal purpose and service.

Cross Reference:	Policy 1512	Conflict of Interest
	Policy 2440	Code of Conduct
	Policy 2441	Conflict of Interest

Legal Reference:	RCW 42.18	Executive Conflict of Interest Act
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Adoption Date: May 3, 2005

Chief Signature: _____

PERSONNEL

Drug-Free Workplace

The board has an obligation to district members and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the citizens that the district member serves.

For these purposes, the board declares that the following behaviors will not be tolerated:

- Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- Using, possessing, transmitting alcohol, illegal chemical substances or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- Using, possessing or transmitting alcohol, illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any district member who is taking a drug or medication, whether or not prescribed by the district member's physician that may adversely affect that district member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the chief then will determine whether the district member can remain at work and whether any work restrictions will be necessary. Information offered by the district member shall remain confidential.

When the district has any reason to believe that a district member is violating any aspect of this policy, he or she may be asked by the chief or a deputy chief to submit immediately at any time (including the breaks and lunch period) to a search of his or her person and/or to make his or her locker, lunch box, briefcase, purse, pockets, wallet, personal belongings, desk, vehicles, or any other receptacle he or she uses or has access to, available for inspection. Entry on to district property constitutes consent to searches and inspections for reasonable cause.

Refusal to consent to a search or inspection for reasonable cause when requested by the chief or a deputy chief constitutes insubordination and a violation of board policy and could result in immediate termination.

New district members will be required to take a urine drug screen or other medical test and to agree in writing to allow the results of those tests to be furnished to and used by the district. Those persons who do not pass such test(s) may be excluded for consideration as a district member. A current district member may be asked to submit to a medical examination and/or eye, blood, urine, or other medical tests at any time.

Any staff member who violates any aspect of this policy, including refusal to submit to any of the above-described searches, inspections, or testing when requested by the district, may be subject to disciplinary action, which may include immediate discharge.

Other actions, such as notification of law enforcement agencies, may be taken in regard to a district member violating this policy at the district's discretion as it deems appropriate.

Cross reference:	Safety Policy 1.2.2 Policy 2440 Policy 2604 Policy 2605	Drug Testing Code of Conduct Disciplinary Action and Discharge Staff Assistance Program
Legal Reference:	P.L. 100-690	Drug-Free Workplace Act of 1988 – Including Federal contracts State Mobilizations & BIA contract fires

Adoption Date: May 3, 2005
Revision Date: 04/07/2010

Chief Signature: _____

PERSONNEL**Smoking Areas**

Smoking is not allowed in public places or places of employment. For this policy, public places and places of employment are considered District owned vehicles and building/stations. Public places include being within 25 feet of a door, window or intake ventilation system. Places of employment include any area (indoors or outdoors) that other employees have to go into or through to do their job.

Cross Reference: Policy 2605 Staff Assistance Program
 Safety Policy 20.2 Smoking Policy

Legal Reference: RCW 70-160 Washington Clean Indoor Air Act

Adoption Date: May 3, 2005 Revision Date: January 3, 2006

Chief Signature: _____

PERSONNEL**Performance Evaluation of Staff**

Evaluation of the performance and/or accomplishments of staff is an important process in improving the effectiveness and efficiency of the district. Staff are expected to perform the duties identified in their position descriptions in addition to any additional responsibilities that may be assigned.

The chief shall develop a system for evaluating staff. Such a system shall provide for: evaluation of new staff; criteria and related forms to be used for evaluating staff; and probationary action.

The performance of staff shall be evaluated at least once per year except that new staff shall be evaluated within six months after commencement of employment. Staff performance evaluations will be retained in the personnel file.

A member who feels that the performance evaluation is unjust may appeal as outlined in the Resolution of District Member Complaints section of District policy.

Cross Reference: 2442/2442P

Resolution of District Member Complaints

Adoption Date: May 3, 2005

Chief Signature: _____

YAKIMA COUNTY FIRE PROTECTION DISTRICT NO. 5 PERFORMANCE EVALUATION

<p><u>This is a triple – use form. Mark the appropriate space below.</u></p> <p><input type="checkbox"/> Supervisor's Worksheet (To be prepared prior to evaluation with employee)</p> <p><input type="checkbox"/> Employee's Worksheet (To be prepared prior to evaluation with supervisor)</p> <p><input type="checkbox"/> Performance Evaluation Conference Report</p>		<p style="text-align: center;">EVALUATION PERIOD</p> <p>FROM _____ TO _____</p> <p>Purpose of Appraisal</p> <p><input type="checkbox"/> Annual Review <input type="checkbox"/> Probationary Review</p> <p><input type="checkbox"/> Improvement Plan <input type="checkbox"/> Other</p> <p>Does this employee have supervisory responsibility YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Job Description Review Performed YES <input type="checkbox"/> NO <input type="checkbox"/></p>			
Employee Name (Last, First, Middle Initial)		Job Classification Title		Social Security Number	
Division		Anniversary Date		Supervisor's Name	

KEY: 0= Not Applicable/No Opportunity to Observe 1= Does Not Meet Standard 2= Meets Minimum Standard 3= Exceeds Normal Standard 4= Far exceeds normal Standard
Bold = Behavioral Anchor Mandatory Criterion.

1. ACCOMPLISHMENTS OF JOB REQUIREMENTS

Elements: Performs work thoroughly and accurately. Accepts new assignments, methods and ideas. Models appropriate behavior including when under stress

		0	1	2	3	4
Productivity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Responsibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of Work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs Work in Safe Manner		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality and Accuracy of Work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. JOB KNOWLEDGE AND COMPETENCE

Elements: Shows initiative and enthusiasm for tasks and able to work with limited supervision. Committed to excellence in all job functions.

		0	1	2	3	4
Professional Development		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Developments		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving/Decision Making		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to improving services to public		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desire for continued education		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of work unit		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains skill needed for position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets and Achieves Goals		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. JOB RELIABILITY

Elements: Adheres to policies, procedures and regulations. Deals ethically with confidential information. Shows loyalty to position and employer.

		0	1	2	3	4
Availability / Reliability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty to Position & Employer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficiency in use of work time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree of need for supervision		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complies/Supports departmental policies and decisions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pursuit of efficiency and economy in the use Of District resources		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability and reliability regarding work Instructions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. PERSONAL RELATIONS

Elements: Ability to communicate harmoniously with co-workers, supervisors and the public. Fair, consistent and confident in dealing with others. Appropriate dress/grooming for job.

		0	1	2	3	4
Relations with Co-workers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates trust, sensitivity and mutual Respect		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts appropriate direction from supervisor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. PERSONAL RELATIONS CONTINUED

Elements: Ability to communicate harmoniously with co-workers, supervisors and the public. Fair, consistent and confident in dealing with others. Appropriate dress/grooming for job.

		0	1	2	3	4
Through attitude and example, contributes Toward departmental teamwork		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through attitude and example, demonstrates Support of change in the continual evaluation and implementation of ways to improve the district's performance and achievement of strategic objectives		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abides by the District's Code of Conduct Standards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides timely and honest feedback in a Constructive and non-threatening way		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts appropriate direction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiates effectively		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. COMMUNICATION SKILLS

Elements: Adequate technical or professional skill for position. Meets performance responsibilities of job.

		0	1	2	3	4
Ability to Communicate Orally		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Communicate in Writing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension of oral and written directions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to listen and absorb new forms of Information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possesses effective listening skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in meetings in an active, cooperative, and courteous manner		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and use of correct means and channels for the communication of notices, complaints, ect.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. PERFORMANCE AS SUPERVISOR

Elements: Exhibits professional interpersonal skill. Supports and encourages subordinates and co-workers.

		0	1	2	3	4
Overall Supervisory Ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans, organizes, and monitors work unit Activities for efficient and safe operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Directs and provides guidance to subordinates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducts effective performance appraisals and promotes employee development		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets personal example of high performance for the work unit		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE REMARKS: (For employee use only for Performance Evaluation Conference Report)

The employee is free to record additional comments or raise objections to the ratings made by the supervisor on the Performance Evaluation Conference Report. These comments become a permanent part of the employee's personnel file. (attach additional sheets as needed).

7. ORGANIZATIONAL SUPPORT

To be completed by employee. What suggestions does employee have as to how employee's supervisor, co-workers and/or the District's management can support employee in the present job and future career goals?

8. FUTURE TRAINING & DEVELOPMENT

To be completed by supervisor. Identify training and development opportunities in which the employee should participate to enhance future performance.

9. WORK PLAN FOR THE FUTURE

NOTE: Both the employee and supervisor should fill out section 9 on their worksheet.

Work plan for performance and planning employee development for: _____
(employee name)

On performance on the present job, this employee should concentrate on the following performance elements:

For long term development, this employee should consider the following course of action:

10. REVIEW

Reviewer's Comments: Sign after reviewing report.

Reviewer's Signature:

Date:

This report is based on my best judgment of this employee's job Performance.	DATE	I have received a copy of this evaluation and it has been discussed with me.	DATE
Evaluating Supervisor's Signature		Employee's Signature	

NOTE: Once the performance evaluation is completed and signed by all parties, it is the Supervisor's responsibility to provide a copy to the employee and to ensure that the original is placed in the employee's personnel file.