

# THE SWARTZ CREEK AREA FIRE AUTHORITY

## RULES-REGULATIONS

### ARTICLE I

#### **Preamble**

All Rules and Regulations contained herein apply while members are on duty. Whenever any of the phrases “at all times”, “at no time”, or “at anytime” are used in connection with a specific rule or regulation, it shall indicate such rules and regulations apply whether the members are on duty or off duty. These rules and regulations and job descriptions are intended to be general in character.

The Procedure Guide, which is a part of the Rules and Regulations, will contain details by order, practice, interpretation, clarification, illustration, or explanation necessary to standardize applications and operations.

Areas of the Guideline Guide that are administration prerogatives will be changed from time to time when deemed necessary to maintain harmony and efficiency, and will remain within the framework of the general rules and regulations.

### ARTICLE II

#### **Organization**

Purpose:

To arrange by systematic planning the united effort a functional and efficient Fire Department to provide proper fire protection for the Swartz Creek Area comprised of the City of Swartz Creek and Clayton Township.

#### **Chain of Command:**

The Chain of Command (normal channel of rising and descending of authority for the fire command application):

- (a) Chief
- (b) Assistant Chief
- (c) Battalion Chiefs
- (d) Captains
- (e) Lieutenants
- (f) Sergeants

Senior rank is to be senior in grade, or seniority if same grade. The Fire Officer shall be the senior officer, or in the absence of an officer, the senior firefighter responding to an alarm and shall act as first in command of all firefighting and life saving operations until relieved of command by a senior officer of the department.

**SWARTZ CREEK AREA FIRE DEPARTMENT  
ADMINISTRATIVE-PROCEDURE  
CITY OF SWARTZ CREEK & CHARTER TOWNSHIP OF CLAYTON**

**SWARTZ CREEK AREA FIRE AUTHORITY**

**FIRE DEPARTMENT CHIEF**

**ACCOUNTING  
CLERICAL SPECIALIST**

**ASSISTANT CHIEF**

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**BATTALION CHIEF**

**STATION 1**

**STATION 2**

**CAPTAIN**

**CAPTAIN**

**LIEUTENANT    LIEUTENANT**

**LIEUTENANT    LIEUTENANT**

**SEARGEANT(S)**

**SEARGEANT(S)**

**FIREFIGHTERS**

**FIREFIGHTERS**

## **SWARTZ CREEK AREA FIRE DEPARTMENT**

### **REQUIREMENT FOR MEMBERSHIP**

- A. All members shall live within the Fire District and shall serve at the discretion of the Board.
1. The Fire District is the Township of Clayton and the City of Swartz Creek.
- B. **MINIMUM QUALIFICATIONS/REQUIREMENTS FOR ACTIVE MEMBERSHIP:**
1. Must be physically able to perform the duties of an on-call firefighter/officer as required by the SCAFD. Must be able to pass an annual physical administered by a department designated medical facility by March 31 each calendar year, to maintain eligibility to perform firefighting duties. Failure to pass the annual physical will be addressed on a case by case basis. The SCAFD shall be responsible for the cost of the annual physical examination and Hepatitis B Vaccinations. The SCAFD shall not be responsible for reimbursement to department members for the time necessary to obtain the annual physical and Hepatitis B Vaccination. Must be insurable under the guidelines established by the department's liability insurance carrier.
  2. Must possess and/or be able to acquire firefighter certification as mandated by the State of Michigan Fire Fighters Training Council within one year of hire, unless written application by Fire Fighter is requested of the Chief of the department.
  3. Must have and continue to maintain a good driving record. A valid Michigan driver's license is required for initial employment and must be maintained to remain a member of the SCAFD.
  4. Must be at least eighteen (18) years old and a resident of the fire district. (Swartz Creek City or Clayton Township.)
  5. Must possess a high school diploma or G.E.D. and be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for the purposes of completing and/or following and/or applying all directives, manuals, logs, reports, and other communications pertaining to position of firefighter/officer.
  6. Must have the ability to acquire and to use specialized fire fighting knowledge, techniques and practices, and a strong mechanical aptitude.
  7. Must have independent reliable source of transportation available at all times for immediate transportation to the fire station upon receiving an alarm. Must report for all incidents upon notification in an appropriate mental and physical condition in order to perform job duties and assigned tasks. This includes the willingness and ability to participate in training and other department functions.
  8. Must have a workable telephone at all times.
  9. Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
  10. Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationship with other personnel, management, and the public.
  11. Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
  12. Must be able to work well and to perform work efficiently and productively under pressure, which may be caused by having to face critical and unexpected situations.
  13. Must not have any facial hair or hair on the head which interferes with the seals on breathing apparatus, or cause the seals to improperly seat tightly against the face.
  14. Must obtain a valid CPR certification from the American Red Cross or American Heart association within one year of hire. Must renew and maintain valid CPR certification yearly.
  15. Must maintain a satisfactory attendance and participation in scheduled department training. (Reviewed biannually).
  16. Must successfully complete annual Hazardous Materials and Bloodborne Pathogens refresher training and any other mandated training.
  17. Shall become thoroughly familiar with all department By-Laws, Rules, Regulations, Policies, Guidelines, and Orders.
  18. All firefighters/officers are subject, at all times, to the provisions of the SCAFD By-Laws, Rules, Regulations, Policies, and Standard Operating Guidelines and any amendments, additions, deletions and/or other revisions thereto.
- C. All applicants shall be interviewed by the Swartz Creek Area Fire Department's Fire Chief. The Chief may recommend the successful candidate to the Board for Probationary Membership in the Swartz Creek Area Fire Department, once the minimum qualifications/requirements for active membership have been met.
1. The probationary period shall not be less than one (1) year from the date of the Board's approval the recommendation.
  2. The Board may consider waiving any or all of the probationary period based on the recommendation of the Chief and a demonstration of competency and/or department need.
- D. Probationary Members will be removed from probation and given full membership upon fulfillment of the following criteria:

1. Satisfactory completion of the Michigan State Firefighter's Training Council "Firefighter I & II" course, within one year.
2. Certification for an American Red Cross and/or American Heart-Association CPR Card, within one year. Swartz Creek Area Fire Department continuing membership contingent upon maintenance of a valid (current) CPR Card.
3. satisfactory attendance and participation in scheduled department training.
4. Successful completion of physical evaluation by department designated medical facility within ninety (90) days.
5. A successful written evaluation by the immediate supervisor and Chief, Including criminal background check and driving record.
6. An affirmative vote of the Board following the Chief's positive recommendation.

E. Continued Membership

Swartz Creek Area Fire Department continuing membership contingent upon passing annual physical at department designated medical facility by March 31, each year.

- F. A candidate may be dropped from the Probationary Membership Roll if that person does not actively pursue, relative to availability of pertinent courses, fulfillment of criteria D.1, D.2, D.3, and D.4, previously outlined. A written evaluation of progress shall be made by the Chief and by immediate supervisor. A decision to drop from Probationary Membership must be confirmed by the Board.
- G. A Firefighter or Officer must report to the Chief any personal health or physical condition known to them which could endanger themselves or others while acting in the line of duty. Persons so reporting will be placed on temporary inactive status. Return to active status will be dependent on receipt by the Chief of valid documentation confirming that person's ability to perform all duties of a Firefighter.
1. Unreported conditions, upon disclosure, will result in the immediate discharge from the Department of the offending person.
  2. Documentation will be the responsibility of the individual Firefighter or Officer seeking return to active status.
- H. All members of the SCAFD shall as a condition of membership in the Department consent to blood alcohol testing and drug screening tests upon demand. This consent to blood alcohol screening shall include consent to take a preliminary blood breath test upon demand.  
Any member reporting for duty having a blood alcohol test result of .025 or higher shall be relieved of duty without pay.  
Any current member of the Fire Department who objects to drug or alcohol screening shall file a request for exemption to the testing within ten (10) days of the adoption of this policy. Failure to file such a request for exemption shall constitute consent to testing. In any event no one shall be exempt from taking a blood alcohol test or a preliminary breath test for alcohol.
- I. Firefighters, officers and all department personnel must conduct themselves at all times in a manner that maintains the respect and confidence of the public for the Swartz Creek Area Fire Department.
1. Conduct unbecoming a firefighter, officer or any department personnel shall be cause for immediate suspension or discharge in order to maintain the high degree of public confidence necessary to maintain the effectiveness of the department.
  2. Conduct unbecoming a firefighter, officer or any department personnel shall include conduct violate of the criminal code of the State of Michigan, conduct violation of a misdemeanor, acts of moral turpitude or any other action which would bring discredit to the Fire Department.
  3. A person charged with conduct unbecoming a member of the Fire Department may be suspended pending a determination on the allegation if it is determined that suspension furthers the maintenance of public confidence in the department. A person suspended in the best interest of the department upon being cleared of the allegation may request that the incident be removed from his personnel file and may request back pay, the granting of such a request shall be at the discretion of the Fire Board.
- J. Honorary membership in the Swartz Creek Area Fire Department may be granted under the following conditions:
1. A Firefighter who fails to pass an annual physical evaluation (see Item A.) may be awarded honorary membership and placed on inactive status.
  2. Upon request of an active member who wishes to become permanently inactive.
  3. Conferring, by Board action, an honorary membership upon those individuals within the community who are deemed worthy of same.

- K. Fire department personnel may voluntarily resign from the Swartz Creek Area Fire Department through the following procedures:
1. Submission of a letter of resignation through the Chief of the department, who shall transmit the letter of resignation to the Swartz Creek Area Fire Authority.
  2. Failure to maintain active status as a member of the Swartz Creek Area Fire Department, who fails to maintain contact with the department and/or discontinues active participation in the Fire Department, shall be treated as having voluntarily resigned. A notice shall be sent to the member's last known address stating that their continued failure to participate as an active member of the department will be submitted to the Fireboard as a voluntary resignation. After the notice is sent to the member, the member shall have thirty (30) days to respond to their failure to actively participate in the department. Failure to respond, or upon an unsatisfactory response, the Chief of the department may treat the member as having voluntarily resigned for failure to maintain active participation in the department and submit the resignation to the Fireboard.
  3. A department member who fails to maintain the requirements to be a member of the department, as set forth in the department By-Laws and Standard Operating Guidelines, shall be given notice of such deficiencies and upon failure to cure such deficiencies, the member may be submitted to the Fireboard as a voluntary resignation.
  4. That any member who is terminated from the department under the same conditions as a new hire to the department and their application may or may not be accepted at the sole discretion of the Fireboard.

#### PAY SCHEDULE

- A. Pay Schedules for Fire Department members are at the discretion of the Board and as confirmed by the supporting municipalities.
- B. The Fire Board shall enter into negotiated contracts when deemed necessary.
- C. Discretionary Pay: The Fire Board may at its sole discretion authorize supplement pay to Fire Department personnel who suffer financial loss, either to their property or other income, through their service to the Fire Department. Application for supplemental pay shall be made in advance whenever the financial loss is foreseeable and approval shall be solely at the discretion of the Fire Board. In the event that discretionary payments are authorized without a meeting of the Fire Board such payments shall not be approved without first obtaining written consent from four members of the Fire Board. The sole purpose of discretionary supplemental pay is to avoid financial hardship and the exercise of the Fire Board's discretion to pay or not to pay supplementary payment shall not establish any promise to pay or not to pay similar applications for supplemental pay in the future.
- D. Overlapping Incidents Payment: Officers and Firefighters once called to duty will be paid at an hourly rate not to exceed their standard hourly rate regardless of the types and/or number of incidents experienced during that period of duty.

# **FIRE CHIEF**

## **Job Description**

### **General Statement of Duties and Responsibilities:**

1. The Chief shall plan, develop and implement a fire fighting and fire protection program for the Swartz Creek Area Fire District.
2. The Chief is responsible for the general operation, administration and supervision of the Department.
3. The Chief shall develop and recommend to the Fire Board policies beneficial to the operation of the Department.
4. The Chief shall develop and implement operational guidelines and procedures that support departmental operations. Said procedures and guidelines shall conform to Swartz Creek Area Fire Authority resolutions, by-laws and all applicable laws and regulations.
5. The Chief will develop and recommend to the board an annual departmental budget and is responsible for monitoring the financial activity of the Department and routinely reporting to the board expenditures of and revenue opportunities for the department for their approval.
6. The Chief is responsible for developing and implementing a departmental public relations program and a program of public safety.
7. The Chief is responsible for departmental readiness and emergency response. He/she shall insure that staffing, training and equipment availability to the Department are appropriate to provide emergency response which results in a minimum of injury, loss of life and loss of property for the residents, businesses, and firefighters of the service area.

### **Supervision Received:**

1. The Chief shall work under the supervision of the Swartz Creek Area Fire Authority and as the executive head of the department, shall be responsible to the Board for the proper administration and efficient operation of the department.
2. The Chief is responsible for departmental implementation and compliance with all board policies and directives.

### **Supervision Exercised:**

1. Supervision is exercised over all department personnel, administrative processes, equipment and facilities.
2. The Chief shall develop and lead a team of professionally prepared officers, firefighters and staff appropriate to deliver the mission of the Department. He/she shall have full charge of the extinguishment of fires, the safety of individuals, fire personnel and protection of property at the emergency scene and/or the mitigation of issues found at the emergency scene which require the department's response.
3. The Chief as the department head holds supervisory authority and responsibility for all personnel and operations of the Department.

### **Areas of responsibility and typical duties:**

#### **Swartz Creek Area Fire Authority relations:**

1. Prepares reports for the Board to keep them informed of the department's activity, needs and progress toward meeting departmental and community goals.
2. The Chief shall keep the SCAFD Board well informed of the operating efficiency of the apparatus and equipment
3. The Chief shall review and make recommendations to the Board on all personnel and operational issues
4. The Chief shall report to the board any department member who is unable to perform the tasks required of his/her assigned position.
5. The Chief, in consultation with the Board Chair shall prepare the agenda for Board meetings.

#### **Organization and planning:**

1. Develops long and short range plans for the board concerning capital equipment purchases, and future personnel needs to include recruitment of new firefighters, training and development of leadership in existing personnel, developing a leadership secession plan.
2. Recommends policies to the Board.
3. The Chief shall have access to the Boards Attorney.
4. The Chief shall develop and implement, with approval of the Board, administrative guidelines for the Department.

#### **Emergency response:**

1. Attends major incidents and, directs fire fighting and rescue activities. The National Fire Academy's incident Command System will be the accepted guideline for conducting an emergency response.
2. Conducts investigations of structure fires when appropriate, requesting assistance of outside sources when situation is beyond the ability of the fire chief to determine the cause and origin of the fire. In the event of a major dollar loss or loss of human life, the state fire marshal shall be contacted to determine cause and origin.
3. The Chief shall develop and lead a team of professionally prepared officers and fire fighters, appropriately equipped to meet emergency situations that fall under the jurisdiction of the Department. He/she shall schedule adequate staff on an on-call status to respond to emergencies that may occur in the fire district. He/she will maintain working relationships with other area Fire Departments to provide support for Swartz Creek Area Fire Department emergencies that exceed the capacity of the department.
4. At an emergency scene the Chief is responsible for taking appropriate actions to insure the safety of citizens and fire fighters and minimizing the loss of property. He/she will direct a response appropriate for the manpower and equipment available at the site to safely respond to the emergency situation and call on other departments as necessary to control the situation.
5. The Fire Chief may involve the Swartz Creek Area Fire Department in Genesee County Coordination and make personnel available as he determines sufficient to support the endeavor.

#### **Personnel development and administration:**

1. Supervises the training of fire fighting personnel necessary to develop and maintain a professionally prepared team of fire fighters to serve the community.
2. Performs various personnel functions such as, but not limited to:
  - a. Interview and recommend applicants for appointment to positions in the Fire Department to the Board.
  - b. Trains, counsels, and disciplines employees
  - c. Evaluates employees performance
  - d. Recommends to the Board the discharge of employees after following the processes outlined in the departmental disciplinary guideline.

- e. Scheduling and assignment of staff.
- 3. The Chief shall lead the Department staff in a manner that produces a positive enthusiastic staff of fire fighters.
- 4. The Chief shall supervise the administrative activities of the department and the maintenance of records and reports.
- 5. Directs and supervises all activities of the Swartz Creek Area Fire Department.

**Facilities and equipment:**

- 1. Conducts or delegates inspections of all stations insuring that all equipment and buildings are properly maintained and readied.
- 2. Recommends the purchase of equipment to the Board.
- 3. Brings to the Board all station issues that need action to be directed to the responsible municipality.

**Finance and Resource Development:**

- 1. The Chief has oversight responsibility for the departmental budget. He/she shall monitor revenues received, and insure that there is an appropriate accounting for all monies either received or in an accounts receivable status.
- 2. Develops and submits a proposed budget and rationale to the Board for review, approval and referral to the Charter Township of Clayton and the City of Swartz Creek.
- 3. Monitor expenditures of departmental funds reporting financial activity to the Board on a monthly basis indicating to the board any expenditures that exceed expected levels and/or are beyond the original departmental budget.
- 4. The Fire Chief will deposit funds into and disperse funds from financial accounts that are approved by the Board.
- 5. The Fire Chief maintains proper records of budgetary expenditures and provides monthly status reports to the SCAFD Board. Budget expenditures and receipts will be handled in accordance with Board regulations and in accordance with the laws of the State of Michigan.
- 6. Prepares bid specifications for approved purchases of equipment.
- 7. Oversees the departmental payroll and reports activity to the Board.

**Safety programs:**

- 1. The Fire Chief will promote public safety from fires through public education programs
- 2. Develops programs for pre-fire surveys, critiquing of fires, right to know information and other programs appropriate to promote fire awareness and public safety.
- 3. He/she shall plan, develop and deliver comprehensive fire safety programs for the schools, citizens and businesses of the district.

**Public relations:**

- 1. The Fire Chief will maintain a good relationship with the press and other mediums to keep an awareness of fire safety at a high level in the eyes of the public.
- 2. The Fire Chief will “network” or otherwise consult with other fire chiefs throughout the county, state and nation to gain insight on effective methods of operations and maintaining a force in a high state of readiness in the face of changing economic, social and political situations.
- 3. The Chief meets with citizens, groups, organizations, makes presentations and public appearances promoting the Department, fire safety and prevention. He/she responds to complaints and inquiries about the department, its operation and mission.
- 4. The Chief is in charge of all press releases and coordinating responses to media inquiries. He/she may collaborate with the Board Chair, the attorney, the Swartz Creek City Manager and the Supervisor of the Charter Township of Clayton as appropriate to the situation.
- 5. The Chief will by appropriate means, in a timely manor, notify the Fire Board Chair, City Manager of Swartz Creek and/or the Clayton Township Supervisor as appropriate, when there is a press release involving loss of life.

**Personal Growth**

- 1. Attends conferences approved by the Swartz Creek Area Fire Authority
- 2. Keeps abreast of the latest Fire Prevention and Fire Fighting Techniques.  
Performs other duties as required as appropriate or directed by the Board.

# **GUIDELINE FOR SUCCESSION**

## **FIRE CHIEF**

### **QUALIFICATIONS;**

All Applications will be submitted to the Fire Board. All applicants must meet the following requirements:

1. Must reside within the boundaries of the fire district (City of Swartz Creek/Clayton Township) within six months of hire.
2. Considerable knowledge of modern fire fighting methods and techniques and the ability to apply this knowledge to various fire control and fire prevention problems.
3. Considerable knowledge of the use and operation of a wide variety of fire fighting equipment and apparatus.
4. Considerable knowledge of municipal fire fighting administration.
5. Ability to plan, coordinate and direct the work of a group of employees engaged in Fire Prevention and Fire Suppression activities.
6. Initiative and resourcefulness in handling problem situations.
7. Ability to work effectively with others.
8. Ability to network with other Fire Chiefs in order to find solutions to problems that are above the normal day-to-day operations.
9. Must possess a valid Michigan driver's license.
10. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as:
  - a. Various Board meetings within the City and the Township.
  - b. Various Association meetings that the Department holds membership in.
  - c. Various sessions that the Department holds.
11. Applicant must submit in writing their qualifications and guideline for implementing goals and objectives to the Fire Board.
12. The Fire Board Reserves the right to waive any of the above requirements.  
( All applicants shall be notified of any waivers of specific requirements.)

### **MINIMUM EDUCATION REQUIREMENTS:**

1. Graduation from an accredited college or university with a minimum of an Associates Degree in Fire Science, Public Fire Protection, Public Administration, or related fields (Bachelors degree preferred).
2. Graduation from the National Fire Academy' Executive Fire Officers Training is recommended
3. Considerable advanced training in fire administration and fire fighting techniques and practices.
4. Extensive experience (minimum of seven years) in fire fighting work, including considerable experience in a supervisory capacity (minimum of three years).
5. Currently possesses Firefighter II certification.
6. Currently possesses Fire Officer III certification.
7. Must be willing to obtain Fire Investigator certification within five (5) years.
8. Must be willing to obtain Fire Inspector certification within five (5) years.



## **ASSISTANT FIRE CHIEF**

### **Duties**

- A. The Assistant Chief shall have general supervision over all personnel and operations of the Fire Department in the absence of the Chief.
- B. In the absence of the Chief, the Assistant Chief shall assume the command, duties and responsibilities of the Chief.
- C. The Assistant Chief shall respond to alarms of fires and other emergencies as prescribed by the Chief.
- D. While serving in the capacity of the Chief, the Assistant Chief shall execute the accepted policies and practices instituted by the Chief.
- E. The Assistant Chief shall at all times maintain order and discipline in the department and when any offense under the rules has been committed and if, in his/her judgment, prompt action is required, a member may be immediately suspended from duty and/or see that proper charges and specifications are duly forwarded to the Chief.
- F. The Assistant Chief Shall promptly report to the Chief if the Assistant Chief is, for any cause, unable to perform assigned duties.
- G. The Assistant Chief shall make frequent inspections of all building and premises of the department. Written recommendations for alterations or repairs shall be submitted to the Chief.
- H. The Assistant Chief shall submit to the Chief written recommendations for improving fire protection or for increasing the efficiency of the department.
- I. The Assistant Chief shall assist in the preparation of the budget and in controlling expenditures.
- J. The Assistant Chief shall administer his/her assigned duties to conform with the policies and practices of the department and shall coordinate the duties of all subordinate officers to affect unity of operation.
- K. The Assistant Chief shall perform his/her duties under direction of the Chief and shall be responsible to the Chief for the proper execution of such duties.
- L. The Assistant Chief shall be responsible for the general condition, the discipline, and the efficiency of the department, and shall require strict enforcement of the By-Laws, Rules and Regulations, Policies, Guidelines, Orders, & Practices and instructions of the Chief.
- M. The Assistant Chief shall respond to major alarms and act as first in command of all firefighting and life-saving operations (unless relieved of command by the Chief), order apparatus and equipment not needed at the fire or emergency to return to the station, and to supervise overhauling and salvage operations, or delegate such responsibility to subordinate officers.
- N. The Assistant Chief shall examine all reports and communications originating within his/her area of supervision and record approvals or disapproval's as appropriate. When necessary, investigations shall be conducted and supplementary reports forwarded to the Chief.
- O. The Assistant Chief shall counsel personnel to maintain effective organization; settle grievances and complaints through subordinate personnel; recommend transfers and promotions.
- P. The Assistant Chief shall perform such other duties as the Chief may prescribe.

## **BATTALION CHIEF**

### **Duties**

- A. The Battalion Chief shall be next lower in rank to the Assistant Chief and shall exercise authority over all subordinate officers and members under their supervision at all times.
- B. The Battalion Chief shall examine all reports and communications originating within their area of supervision and record their approval or disapproval as appropriate. When necessary, the Battalion Chief shall conduct an investigation and forward a supplementary report to the Assistant Chief.
- C. The Battalion Chief shall transmit and explain orders of the Chief and Assistant Chief to subordinate personnel.
- D. The Battalion Chief shall supervise routine administrative details of the department, recommend disciplinary action, and recommend approval for repairs of equipment and supplies in writing.
- E. The Battalion Chief shall maintain a detailed and comprehensive (including time of happening) record on all matters pertaining to the operation of the department.
- F. The Battalion Chief shall make periodic inspections of the personnel and their uniforms, the apparatus, tools and equipment, records, and the general condition of the station. During each such inspection the Battalion Chief shall carefully note any laxity, deficiencies, or violations of the By-Laws, Rules, Regulations, Policies, Guidelines, Orders, etc., and shall immediately submit a written report to the Assistant Chief.
- G. The Battalion Chief shall acquire a thorough knowledge of the duties of the office and shall be responsible for the strict enforcement of the By-Laws, Rules, Regulations, Policies, Guidelines, and orders of the department. The Battalion Chief shall exact proper order and discipline from the personnel at the station, at fires or other emergencies. The Battalion Chief shall particularly observe the general department, firemanship and station duty performance under his/her command. The Battalion Chief shall report thereon as required.
- H. The Battalion Chief shall apportion station duties among subordinates and shall require that these duties be performed promptly and efficiently.
- I. The Battalion Chief shall be responsible for the cleanliness of the members, for the apparatus, tools, equipment and other departmental property.
- J. The Battalion Chief shall promptly respond to all alarms of fires or other emergencies as scheduled by the Chief.
- K. Upon arrival at the scene of an alarm or other emergency, the Battalion Chief shall report to the Fire Officer in charge. If, in his/her opinion, he/she believes the Fire Officer is in command of the situation, he/she shall so notify the Fire Officer who shall remain in command. If the Battalion Chief decides to take over command, he/she shall so notify the Fire Officer. The Fire Officer shall then promptly show the exact time of being relieved, and by whom, on the Fire Incident Report, and surrender command to the senior officer.
- L. At a fire or other emergency, unless otherwise ordered by a superior officer, the Battalion Chief shall remain with the firefighters and equipment and take a suitable position in order to observe the work of the firefighting personnel.
- M. Before leaving the scene of a fire or other emergency where the department performed a service, the Battalion Chief shall, if having taken command, inspect the apparatus for any damaged or missing tools or equipment. If the fire Officer was left in command, this shall be the Fire Officer's responsibility.
- N. Immediately following their return to the station from an alarm of fire, drill, or test, the Battalion Chief shall require that the apparatus and equipment be properly housed, inspected and serviced, and be cleaned as soon as practicable.
- O. The Battalion Chief shall require members to become proficient in their respective duties. The Battalion Chief shall hold departmental drills in accordance with the provided schedules and instructions in a manner which will develop coordination and efficiency in fire practice.
- P. The Battalion Chief shall be responsible for the instruction of newly appointed members and other probationary members and shall maintain records of same.
- Q. In the absence of regular drivers, pump operators, or other members assigned to duties requiring a particular skill, the Battalion Chief shall designate only those members who are certified to act in such positions.
- R. The Battalion Chief shall be responsible for the economic use of station supplies, electricity, water, oil, gas, and any other fuels furnished to the department.
- S. The Battalion Chief shall require strict observance of all federal, state, city and township laws and ordinances and department rules governing the operation of all motor vehicles belonging to the department.
- T. Whenever any apparatus or vehicles owned by the Fire Authority are involved in a traffic accident, the Chief shall be notified by the Battalion Chief as soon as practicable. A fully detailed report is to be submitted through the Chief to the Fire Authority.
- U. The Battalion Chief shall require that any member of the Department injured while on duty, or in any way connected with their duty as firefighters, be immediately examined by a physician or taken to a Hospital Emergency Room for examination and treatment. Under no circumstances shall an officer determine the seriousness of an injury, but shall leave this

determination to a qualified physician. As soon as practicable, the Chief shall be notified of all injuries to department personnel, and a detailed report forwarded through the Chief to the Fire Authority.

- V. Whenever matters of an unusual nature involve their personnel, the Battalion Chief shall promptly notify the Assistant Chief. If required by the Assistant Chief, a written report by the Battalion Chief shall be forwarded through the Assistant Chief to the Chief.
- W. The Battalion Chief shall perform such other duties as his/her superior officers require.

## **GUIDELINE FOR SUCCESSION** **FIRE OFFICERS (ASSISTANT & BATTALION CHIEFS)**

All Applications to be submitted to the Chief of the Department.

All applicants to meet the following requirements:

1. Must reside within the boundaries of the Fire District (City of Swartz Creek/Clayton Township).
2. Must be a current member of the Swartz Creek Area Fire Department.
3. Must have a High School education or the equivalent.
4. Must demonstrate adequate fire department experience to perform the duties of the position.
5. Applicant must have completed Firefighter II Certification Training Course.
6. Applicant must have completed Fire Officer II Course or be actively pursuing same.
7. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as:
  - a. Various Board Meetings within the City and the Township.
  - b. Various Association meetings that the Department holds membership in.
  - c. Various sessions that the Department holds.
8. Applicant must display basic understanding of the full operation of the Fire Department.
9. Applicant must submit in writing their qualifications for the position.
10. The Fire Board reserves the right to waiver any of the above requirements.  
(All applicants shall be notified of any waivers of specific requirements)

## **FIRE CAPTAIN**

### **Duties**

- A. The rank of Captain is next below that of Battalion Chief. In the absence of the Battalion Chief, it shall be the duty of the Captain to assume the responsibility of the Battalion Chief, but no change of routine shall be made by the Captain except with the knowledge and consent of superior officer.
- B. They shall perform all duties with respect to their command as pertaining to Battalion Chief.
- C. They shall not allow loitering or unauthorized persons in or about the station.
- D. They shall permit no lewd, suggestive or other undesirable printed matter to be displayed in or about the station or on bulletin boards. Advertising, communications, posters, circulars, etc., must have the authorization of the Chief before being displayed.
- E. They shall require that station doors be secured at any time the station is left vacant.
- F. If, at any time, the officer in command determines that adequate personnel and/or equipment did not respond to an alarm, they shall follow established guidelines in calling for "Mutual Aid" and proceed to answer the alarm. Upon returning to the station, they shall make a complete report describing the circumstances, such as, who was scheduled to answer the alarm, and those actually answering the alarm, type of fire or alarm, etc. This report is to be promptly forwarded through the Battalion Chief to the Chief. The Fire Board shall be notified at the next scheduled meeting.
- G. They shall perform such other duties as prescribed by their superior officers.

## **GUIDELINE FOR SUCCESSION**

### **FIRE CAPTAIN**

All applications to be submitted to the Chief of the department.

All Applicants to meet the following requirements:

- 1. Must reside within the boundaries of the Fire District (City of Swartz Creek/Clayton Twp).
- 2. Must be a current member of the Swartz Creek Area Fire Department.
- 3. Must have a High School education or the equivalent.
- 4. Must demonstrate adequate fire department experience to perform duties of a Fire Captain.
- 5. Applicant must have completed Firefighter II Certification Training Course.
- 6. Applicant must have completed Fire Officer I course or be actively pursuing same.
- 7. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as: Various sessions that the Department holds.
- 8. Applicant must display understanding of the basic operation of the Fire Department.
- 9. Applicant must submit in writing their qualifications for the position.
- 10. Only a Lieutenant is eligible to be promoted to the rank of Captain.
- 10. The Fire Board reserves the right to waive any of the above requirements.

(All applicants shall be notified of any waivers of specific requirements)

## **FIRE LIEUTENANT**

### **Duties**

- A. The rank of Lieutenant is next below that of Captain.
- B. In the absence of a ranking officer, it shall be the duty of Lieutenant to assume responsibilities of command officer, but no change in regular routine shall be made except with the knowledge and consent of a superior officer..
- C. They shall perform all duties with respect to command as pertaining to Battalion Chief, in the absence of a superior officer.
- D. Lieutenants shall act in the capacity of junior officers and shall cooperate with, and assist their superior officers, both at the station and at the scene of alarms, in coordinating and carrying out the required duties.
- E. They shall perform other duties as may be prescribed by their superior officers.

## **GUIDELINE FOR SUCCESSION**

### **FIRE LIEUTENANT**

All Applications to be submitted to the Chief of the Department.

All applicants to meet the following requirements:

- 1. Must reside within the boundaries of the Fire District (City of Swartz Creek/Clayton Twp).
- 2. Must be a current member of the Swartz Creek Area Fire Department.
- 3. Must have a High School education or the equivalent.
- 4. Must demonstrate adequate fire department experience to perform duties of a Fire Lieutenant.
- 5. Applicant must have completed Firefighter I Certification Training Course.
- 6. Applicant must have completed Firefighter II Certification Training Course or be willing to actively pursue same.
- 7. Applicant must have completed Fire Officer I Course or be actively willing to pursue same.
- 8. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as: Various sessions that the Department holds.
- 9. Applicant must display understanding of the basic operation of the Fire Department.
- 10. Applicant must submit in writing their qualifications for the position.
- 11. The board may upon the recommendation of the Fire Chief, promote a Sargent to a vacant Lieutenant's position without posting said position, provided that the Chief provides sufficient justification for the promotion.
- 12. Only Seargents are eligible to be promoted to the rank of Lieutenant.
- 12. The Fire Board reserves the right to waiver any of the above requirements.  
(All applicants shall be notified of any waivers of specific requirements)

## **FIRE SERGEANT**

### **Duties**

- A. The rank of Sergeant is next below that of Lieutenant.
- B. In the absence of a ranking officer, it shall be the duty of Sergeant to assume responsibilities of command officer, but no change in regular routine shall be made except with the knowledge and consent of a superior officer.
- C. They shall perform all duties with respect to command as pertaining to Battalion Chief, in the absence of a superior officer.
- D. Sergeants shall act in the capacity of junior officers and shall cooperate with, and assist their superior officers, both at the station and at the scene of alarms, in coordinating and carrying out the required duties.
- E. They shall perform other duties as may be prescribed by their superior officers.
- F. It is understood any additional monthly compensation, for the position of Sergeant, shall be determined by the yearly budget.
- G. The primary purpose for the position of Fire Sergeant is to respond to their assigned fire station and respond with the respective apparatus. Direct response shall only be considered once all designated apparatus have responded.

## **GUIDELINE FOR SUCCESSION**

### **FIRE SERGEANT**

All Applications shall be submitted to the Chief of the Department.

All applicants to meet the following requirements:

- 1. Must reside within the boundaries of the Fire District (City of Swartz Creek/Clayton Twp).
- 2. Must be a current member of the Swartz Creek Area Fire Department.
- 3. Must have a High School education or the equivalent.
- 4. Must demonstrate adequate fire department experience to perform duties of a Fire Sergeant.
- 5. Applicant must have completed Firefighter I Certification Training Course.
- 6. Applicant must have completed Firefighter II Certification Training Course or be willing to actively pursue same.
- 7. Applicant must have completed Fire Officer I Course or be actively willing to pursue same.
- 8. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as: Various sessions that the Department holds.
- 9. Applicant must display understanding of the basic operation of the Fire Department.
- 10. Applicant must submit in writing their qualifications for the position.
- 11. The Fire Board reserves the right to waiver any of the above requirements.

(All applicants shall be notified of any waivers of specific requirements)

## **COMPANY OFFICER PROMOTION LIST:**

- A. Entry level officers promotions, whether newly created positions or to fill a vacancy, shall be posted on the bulletin board at each fire station, for a period of not less than two (2) weeks. This posting shall be deemed as sufficient for notifying all department members.
- B. Any member desiring to be considered for the position shall make application to the Chief. The applicant shall also submit in writing a resume and a statement of reasons to support this application.
- C. The Fire Chief will appoint a panel of at least three but not more than five persons to interview and evaluate all members desiring the position. The Chief will then bring the recommendation of the panel to the Board for approval.
- D. The Fire Board will, by resolution, name the person to fill the position.
- E. Any promotion in grade will have a minimum one (1) year probationary period, and shall not be effective until approved by the Fire Board. All promotions shall be considered probationary until such status is changed by action of the Fire Board.
- F. Interim Promotions: If recommended by the Fire Chief, interim promotions shall be granted by resolution of the Board.

## **GUIDELINE FOR APPLICATION**

All applications to be submitted to the Chief of the Department.

- 1. Must reside within the boundaries of the Fire District (City of Swartz Creek/Clayton Twp).
- 2. Must be a current member of the Swartz Creek Area Fire Department.
- 3. Must have a High School education or the equivalent.
- 4. Must demonstrate adequate fire department experience to perform duties of a Fire Officer.
- 5. Must be off probation by the application deadline.
- 6. Applicant must have completed Firefighter II Certification Training Course.
- 7. Applicant must have completed Fire Officer I Course or be actively willing to pursue same.
- 8. Applicant must maintain availability for fulfilling the time requirements that the position demands, such as: various sessions that the Department holds & off duty assignments as determined by the Fire Chief.
- 9. Applicant must display understanding of the basic operation of the Fire Department.
- 10. Applicant must submit in writing their qualifications for the position.
- 11. The Fire Board reserves the right to waive any of the above requirements.  
(All applicants shall be notified of any waivers of specific requirements)

Note: Incident response, certifications & training attendance percentages, discipline, experience will be taken into account as described below.

## **PROMOTION LIST PROCESS:**

- 1. All applicants will be given a confidential applicant number that will remain confidential through the process, up until the time of promotion recommendation.
- 3. The following steps and scoring will be required to complete the process:

- a. Service Points (Max 40): *(includes)*

- i. Service with the SCAFD (max 10)

- 1. Years of service

- ii. Certifications & Education (max 10)

- 1. One point each for (AAS, BA, MA, Fire Officer 1,2,3, Fire Instructor, ISI Technician, Fire Inspector, Leadership Certification)

- iii. Training percentage (max 10)

1. 100-98% =10	6. 85-83% = 5
2. 97-95% =9	7. 82-80% = 4
3. 94-92% = 8	8. 79-77% = 3
4. 91-89% =7	9. 76-74% = 2
5. 88-86% = 6	10. 73-71% =1

- iv. Run percentage (max 10)

1. 100-95% =10	6. 74-70% = 5
2. 96-90% =9	7. 69-65% = 4
3. 89-85% = 8	8. 64-60% = 3

4. 84-80% =7	9. 59-55% = 2
5. 79-75% = 6	10. 54-50% =1

- b. Chief evaluation (max 10)
  - i. Average of last 5 years performance evaluations (max 5)
  - ii. Chief consideration (max 5)
- c. Written test (max 20)
- d. Oral interview (max 30)

\*Final Score must be 65 or greater required.

4. Once the application deadline has passed a list will be posted at both stations showing the starting scores that will include service points and chief evaluation, listing the number assigned for each candidate. After the completion of each step, an updated scoring list will be post until the completion of the process. The promotional list will be valid for two years.

5. All vacant positions may not be filled.

- a. Promotions will be based on need (span of control), as well as response location. (i.e. #1 person on the list is assigned station 2 and there is an open spot at station 1, the highest scoring candidate for station 1 would be promoted to the position being filled).
- b. No skip promotions (a Lieutenant position is open, and the highest scoring candidate is a firefighter, that individual would be promoted to Sergeant, if an opening was available, and the Lieutenant position would be left vacant).



## ALL OFFICERS

- A. It shall be the duty of all officers to acquire a thorough knowledge of the By-Laws, Rules, Regulations, Policies, Guidelines, and practices of the Department which are applicable to their positions in order to administer their responsibilities efficiently.
- B. They shall be held responsible for the enforcement of By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines and Orders of the department. They shall report all unresolved violations to their superior and shall take immediate action to correct any negligence or abuse.
- C. They shall enforce discipline fairly and impartially and shall command full respect and obedience from all subordinates.
- D. Whenever their superior officer is absent and they are confronted with problems or situations which require decisive actions, they shall assume the initiative and prescribe the course of action. If they should encounter circumstances not governed by the By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines, or Orders of the department, they shall act according to the best interest of the department.
- E. They shall develop those qualities of leadership which command the respect and confidence of subordinates and shall be exemplary in conduct, personal appearance and manner of speech.
- F. They shall promptly execute all orders of superior officers. If there is any obstacle which prevents their executing such orders, they shall report this fact as soon as possible to the officer who issued the order.
- G. No officer shall countermand an order of a superior officer, nor interfere with the functions or conduct of operations for which another officer of equal authority is responsible, unless he/she has specific approval from the latter or an order from a superior officer.
- H. They shall vigilantly observe and promptly correct any actions or conditions which might adversely affect efficiency or morale in the department, and if necessary, they shall forward a written report on such incidents, through normal channels to the Chief.
- I. They shall permit no unauthorized use of the premises of the department.
- J. When necessary, they shall interpret the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders of the department to members under their supervision.
- K. They shall be responsible for the proper care and maintenance of all department property under their control and shall permit such property to be used only for its intended purpose unless otherwise authorized by the Chief.
- L. They shall give particular attention to the form, accuracy and completeness of all required reports. All reports shall be prepared, signed and forwarded by the officers concerned.
- M. They shall maintain an accurate personnel record of all members while under their supervision.
- N. They shall assume full responsibility for their actions at fires or other emergencies.
- O. Temporary officers and acting officers shall have the authority of the office to which they are assigned and shall be held responsible for the proper discharge of duties pursuant to that office. They shall make no arbitrary changes in the administrative program of the office assigned to them, unless they have the specific approval of the Chief officer.
- P. It shall be the duty of the appropriate fire department officers to maintain the following programs and records:
  - (1) Training schedule and records
  - (2) Personnel records
  - (3) Equipment maintenance and records
  - (4) Truck maintenance and records
  - (5) Station maintenance and records
  - (6) Miscellaneous assigned programs and/or records
  - (7) Safety
- Q. The following records shall be kept on each officer and firefighter and placed in a personnel record file, to be maintained by the appropriate officers:
  - (1) Attendance (fires and meetings)
  - (2) Education and training
  - (3) Payroll
  - (4) Experience
  - (5) References
  - (6) Leaves of absence
  - (7) Medical
  - (8) Disciplinary
- R. Personnel files maintained by the Fire Chief shall be confidential.
- S. They shall have the ability to function as Safety Officers at the scene of any emergency incident.
- T. They shall be empowered to uphold the above listed duties, regardless of station assignment.

## **PUMP OPERATORS/DRIVERS**

- A. All Drivers of Department vehicles shall perform their duties under the direction of their immediate superior.
- B. Drivers shall possess a valid operator's license issued by the State of Michigan and shall satisfactorily be certified by the department as to their proficiency in driving departmental vehicles. Demonstration of such shall include passing of a driving course before their regular appointment as Driver, or temporary assignment in such capacity.
- C. Drivers shall notify the Chief promptly when a department vehicle becomes involved in a traffic accident, or other kind of accident.
- D. Drivers shall comply with all the rules, orders and instructions issued by the Chief, or designates, for the operation of vehicles.
- E. When responding to alarms, Drivers shall be governed by the section of the State Motor Vehicle Code (Act 300) applicable to emergency vehicles, and such other supplementary orders and instructions that may be issued by the Chief.
- F. Whenever Drivers are required to proceed through congested areas or whenever other unusual conditions are encountered, special consideration shall be given for the safety of the public and for other vehicles on the road.
- G. Upon return from alarms or other driving situations, Drivers must comply with all State and Municipal traffic rules and ordinances regulating the operation of motor vehicles.
- H. It shall be the responsibility of the Driver to gather information necessary for the completion of a fire report in the absence of an officer.
- I. Upon returning to the station from an alarm, drill, or test, they shall see that the vehicle is put back in service for the next response.
- J. Drivers shall be particularly observant of their vehicle's operating efficiency. Any defects or irregularities that may affect the operation and/or its immediate response capability is to be promptly reported.
- K. Drivers shall remain with their vehicles unless directed otherwise by the Chief, Officer in Charge, or when relieved a more knowledgeable person.
- L. In addition to the preceding, Drivers shall:
  - [a] Be familiar with all tools and equipment.
  - [b] Be thoroughly familiar with streets, roads, hydrant locations and alternative water supplies within the Swartz Creek Area Fire District. Also, be knowledgeable of the most desirable routes to travel in responding to alarms.
  - [c] Exercise extreme caution when driving a vehicle from the station and while backing in the station upon return. Note that a back-up person must always be utilized when backing.
  - [d] Be responsible for ensuring all equipment is accounted for and secure before leaving the response scene.
  - [e] Be responsible for all personnel on the vehicle enroute to an incident.
  - [f] Shall attend the annual Driver Training, pass a written test, and negotiate a driving course to be entitled to drive department apparatus.

# SCAFD JOB DESCRIPTION: FIREFIGHTERS

## A. General Summary

Under the direction of the Chief or his/her designee: Controls and extinguishes fires, protects life and property, and maintains equipment as an on-call firefighter and/or officer.

## B. Essential Functions of the Job:

1. Responds to fire alarms and other emergency calls.
2. Controls and extinguishes fires, protects life and property, and maintains equipment as on-call firefighter and/or officer.
3. Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire. Positions and climbs ladders to gain access to upper levels of building or to assist individuals from burning structure. Creates openings in buildings for ventilation or entrance, using axes, chisel, crowbar, various saws, and other power equipment.
4. Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, ventilation fans, etc.
5. Communicates with superiors during fire, using portable two-way radio.
6. Performs assigned duties in maintaining apparatus, station areas, buildings, and equipment.
7. Participates in business meetings, training sessions, demonstrations, and courses in hydraulics, pump operation and maintenance, and various fire fighting techniques.
8. May drive and operate fire fighting vehicles, apparatus, and equipment after passage of department annual driver training course.
9. Shall perform all duties on the fire ground under the supervision of an officer or senior firefighter.
10. Shall perform their duties under the supervision of the officer in charge while at the station.
11. Shall promptly respond to all alarms (when available) or other emergencies, and shall assist one another when executing the orders of superior officers.
12. When on standby shall remain in the area assigned until properly relieved.
13. Shall be responsible for becoming familiar with all department By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines, and Practices.
14. This job description in no way states or implies that these are the only duties to be performed by the firefighter/officer. The firefighter/officer is required to follow all other instructions and to perform any other duties assigned by the Chief.

## C. Special Dispensation:

1. There may come a time when an officer or firefighter may choose to remove themselves from direct fire suppression activity. However, they may still feel they can contribute to the SCAFD, but in a lesser capacity. Each individual shall determine to what extent they wish to participate and provide a written dispensation request to the Fire Chief stating the same. The individual and Fire Chief shall discuss the request to determine the feasibility, then proceed with a request at the next available Fireboard meeting for consideration if applicable. However, each requester shall be aware of the following minimum requirements:
  - A. They shall be required to obtain the annual physical, but it will be tailored for the involvement of the individual.
  - B. They will be required to attend all training sessions associated with the involvement the individual has requested dispensation to as determined by the Fire Chief.

## **SCAFD JOB DESCRIPTION: RADIO OPERATOR**

### A. General Summary

Under the direction of the Chief or his/her designee: Operates base radio communications for incidents and radio checks.

### B. Essential Functions of the Position:

1. Responds to appropriate base radio when activated for an emergency incident.
2. Contacts Central Dispatch to gather information relating to the incident, and transposes to appropriate form.
3. Gathers weather information for every incident and periodically as deemed necessary.
4. Insures that a signature form is provided for firefighter payroll.
5. Retrieves Pre-Fire Survey information that may be available for any particular address and relays the information via radio if deemed necessary.
6. Provides directions and water sources information by using the available map book.
7. Shall be responsible for becoming familiar with all department By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines, and Practices.
8. This job description in no way states or implies that these are the only duties to be performed by the radio operator. The radio operator is required to follow all other instructions and to perform any other duties assigned by the Chief.
9. All members shall be trained in radio operations to perform said duties if no Radio Operator is present.

## **ACCOUNTING/CLERICAL SPECIALIST**

### **A. GENERAL STATEMENT OF DUTIES:**

To perform general secretarial, clerical, bookkeeping and other record keeping activities.

### **B. DISTINGUISHING FEATURE OF THE POSITION:**

The nature of this position requires a responsible, bondable person displaying a general understanding of secretarial duties and modern record keeping knowledge.

### **C. RESPONSIBILITY FOR HIRING:**

The position is filled by, and the employee serves at, the discretion of the SCAFD Fire Board.

### **D. SUPERVISION RECEIVED:**

Work is performed under the supervision of the Fire Chief.

### **E. TYPICAL EXAMPLES OF WORK:**

**NOTE:** An employee in this position may be called upon to do any or all of the following (these illustrations do not include all of the tasks which the employee may be expected to perform and are specifically by way of example and not exclusion):

- (1) Assemble financial records, reports and other data.
- (2) Wait on customers, answer telephone and perform miscellaneous typing and report preparations.
- (3) Type correspondence, records, ledger cards, invoices, vouchers, personnel records, permits and other forms.
- (4) Check computations and post to ledgers and journals.
- (5) Prepare payroll and post to proper accounts as assigned.
- (6) Compute payroll deductions, i.e., Social Security, Retirement, etc., and maintain appropriate payroll records and reports, and prepare payroll checks as assigned.
- (7) Collect and deposit fees, water charges and other revenues.
- (8) Coordinate investments.
- (9) Prepare monthly financial reports and distribute as assigned.
- (10) Operate a personal computer, adding machine, calculator, check protector, typewriter, cash register, or other equipment.
- (11) Filing and maintenance of files
- (12) Type Purchase Requisitions and Orders and maintain an Accounts-Payable Journal.
- (13) Order supplies for the office and replenish the Petty Cash Fund as requested.
- (14) Process complaints and requests for service.
- (15) Assist in maintaining detailed records of receipts and disbursements.
- (16) Perform related secretarial, clerical, office and bookkeeping work as required.
- (17) Attend Fire Board Meetings; record, type and distribute Minutes of same.
- (18) Assist in Annual Budget preparation and the Annual Audit.

### **F. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Must be able to use an IBM compatible (AT) personal computer and perform word processing and spread sheet operations.
- (2) Must possess a reasonable knowledge of modern office practices and guidelines, commercial arithmetic, bookkeeping and other related subjects.
- (3) Must have the ability to assemble data and prepare accurate records and reports.
- (4) Must demonstrate skill in the operation of a personal computer, typewriter, calculator and adding machine.
- (5) Must have the ability to understand and follow oral and written instructions.
- (6) Must have the ability to make arithmetic computations quickly and accurately.
- (7) Must be able to work effectively with the general public and Department personnel.

### **G. ACCEPTABLE EXPERIENCE AND TRAINING:**

- (1) Some experience in secretarial skills.
- (2) Some experience in clerical bookkeeping or related work.
- (3) Completion of a standard high school course with training in commercial bookkeeping highly desirable; or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **VEHICLE MAINTENANCE SPECIALIST**

A. GENERAL STATEMENT OF DUTIES: To perform general maintenance of fire department apparatus and equipment as requested on a part-time basis.

B. DISTINGUISHING FEATURE OF THE POSITION: The nature of this position requires a responsible person displaying a general understanding of diesel and gasoline engines as well as small engine repair.

C. RESPONSIBILITY FOR HIRING: The position is filled by, and the employee serves at, the discretion of the SCAFD Fire Board.

D. SUPERVISION RECEIVED: Work is performed under the supervision of the Fire Chief.

### **E. TYPICAL EXAMPLES OF WORK:**

NOTE: An employee in this position may be called upon to do any or all of the following (these illustrations do not include all of the tasks which the employee may be expected to perform and are specifically by way of example and not exclusion):

1. Complete and maintain certifications as required by the Fire Chief and/or Fire Board
2. Assists in the coordination, scheduling, and audit of vehicle maintenance repairs to include preventative, mechanical and electrical repair to department apparatus and equipment.
3. Assists in the prioritization of work to meet departments' needs while ensuring quality, compliance, and safety of department equipment.
4. Assists or performs yearly vehicle maintenance of department apparatus.
5. Assists or performs yearly pump maintenance of department apparatus.
6. Assists or performs yearly pump testing of department apparatus.
7. Assists or scheduled yearly ladder testing.
8. Assists in the review of department work orders for department apparatus and equipment.
9. Assists in the corrective actions necessary for work orders issued.
10. Assists in the evaluation of a regular maintenance schedule of department apparatus and equipment.
11. Troubleshoot and provides recommendations on the course of action on major apparatus and equipment repair and replacement.
12. Provides additional assistance and recommendation on future apparatus and equipment purchases as it relates to short- and longer-term maintenance of such.

### **F. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. ASE Certification
2. Knowledge of Fire Truck Apparatus
3. Knowledge and understanding of NFPA 1911- Standard for the Inspection, Maintenance, Testing and Retirement of In-Service Emergency Vehicles.

\* It should be noted this position is not eligible for benefits offered by the department.

## DISCIPLINE

- A. Members of the fire department guilty of any offense or violation of the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, shall be liable to be disciplined by reprimand, or by suspension not exceeding three (3) months, or by dismissal after hearing by the Fire Board.
- B. However, the Chief for disciplinary purposes, or for good cause may suspend a member for a period not to exceed thirty (30) days for violation of the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders. Whenever possible the Chief shall file a written reprimand stating the reason for suspension at the time of suspension. Under extraordinary circumstances he/she may suspend without a written reprimand in which case the reprimand shall be made available within forty-eight hours of such action.
- C. Any member suspended, shall forfeit any and all of their rights and responsibilities as a member of the department subject to his/her right of appeal to the Fire Board.
- D. Any member so suspended shall have the right to appeal such suspension to the Fire Board and have a hearing on such suspension. Written notice of appeal must be filed with the Fire Board within ten (10) days after such suspension and the hearing of such appeal must be held within thirty (30) days after filing of said notice of appeal. If the Fire Board reverses or alters the finding of the Chief, it may, in the case of reversal or other causes, at its discretion, order that the member affected be returned to duty with full pay for any alarms that he/she could have answered during such suspension. In the event the Chief shall exercise such power of suspension, the member involved shall not be subject to any further disciplinary action for the same offense.
- E. Violation of the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders of the department shall be divided as follows:
  - (a) Those committed in the presence of officers or other superiors:
  - (b) Those reported by:
    - 1. Officers or members of the department.
    - 2. Persons who are not members of the department.
- F. When in the opinion of the officers or other superiors, the offenses or violation is not sufficiently serious to warrant immediate suspension, a formal complaint shall be submitted in writing to the Chief. When in the opinion of officers, the offense or violation is sufficiently serious to warrant immediate suspension, the offense or violation shall be reported at once to the Chief officer next in line of ascending rank. After investigation of the reported offense or violation, the investigating officer shall make a verbal report of the circumstances to the Chief. The Chief may make or direct:
  - (a) The suspension of the offender for any number of days up to a maximum of thirty (30) days:
  - (b) A formal complaint be submitted in writing.
- G. When a formal complaint is submitted in writing to the Chief, he shall conduct an investigation to determine whether charges shall be filed, or the complaint be dismissed against the member who committed the offense or violation. If not dismissed, the member will be informed of his rights to representation. When charges are filed against a member, the offender shall be liable to be punished as prescribed previously. At the preliminary hearing, the accused shall be required to plead guilty or not guilty to the charges. If a plea of guilty is entered, the accused may waive formal hearing on the charges and the Chief may assess the penalty.
- H. Members of the department charged with any offenses or violation of the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, for which a verified formal complaint has been submitted, shall be required to appear and be present at the preliminary hearing on such complaint. A formal written notice of the time and place of such hearing shall be served on the offender at least three (3) days prior to the hearing date. If charges are filed at the preliminary hearing, the service of charges upon the offender at the time or later shall constitute notification of the date set for hearing of charges.
- I. In cases of suspension or appeals or hearing under charges for which verified complaints have been submitted, the cases will be held and determined by the Fire Board. The Chief or other designate of the Chief shall prepare and present the position of the department in the case. The accused shall be entitled to be represented by counsel or the accused may elect to and is entitled to be represented by any officer of the department in his/her defense. Those accused are entitled to a fair and impartial hearing and to secure attendance of all witnesses necessary for his/her defense.
- J. The giving of false testimony or the willful withholding of truth by members acting as complainants, investigating officers, or witnesses in hearing of complaints, charges or appeals, may be considered as sufficient grounds to order that charges be filed against such members.
- K. No member shall obstruct or attempt to interfere with an investigation or hearing involving any member accused of a violation or discipline.

## **USE OF THE CHAIN OF COMMAND**

### **GENERAL INFORMATION**

- A. Any member of the Swartz Creek Area Fire Department who desires information concerning any aspect of the operation of the department or desires information concerning department policy shall make his request for information in writing to his immediate superior within the chain of command prior to proceeding to the next step in the chain of command. If for some reason the member of the department making the request for general information does not receive a satisfactory answer he or she may proceed to the next step in the chain of command, only after he or she indicates to his or her immediate supervisor a desire to speak to the next highest authority.
- B. Requests for general information shall follow the chain of command in like manner until the request for general information reaches the department Chief. The Chief shall either provide the appropriate answer in writing or refer the request to the Fire Board. The Fire Board within its sound discretion may permit the member making the initial request to address the Board at the next regularly scheduled public meeting of the Fire Board.
- C. No response shall be made to any request made orally or made outside the chain of command.

### **GUIDELINE FOR REVIEW OF REQUESTS FOR AWARDS**

- A. All requests for Awards shall be submitted through the chain of command. The person making a Request for an Award must be the immediate superior of the potential honoree, (the person who is next in line in the chain of command). By way of example a Lieutenant would submit a request for an Award for a firefighter in his station to his Captain. In like manner if a Captain is distinguished by his conduct in the field his Battalion Chief would submit the request to the Assistant Chief and so on up the chain of command.
- B. When each such Request shall be submitted to the next higher authority within the chain of command upon receipt of a Request for Award such higher authority in the chain of command shall review the Request and shall add his endorsement or shall refuse to endorse the Request as submitted.
- C. The Request for Award shall be in a form provided by and approved by the Fire Board (see appendix 1). A Request for Award shall give a full factual account of the meritorious service for which the firefighter is being recommended to receive the award. Each person who endorses a Request shall do so on a form provided by the Board upon which he or she shall make a full statement in support of his or her recommendation or refusal to endorse the Request as submitted.
- D. The Request shall be submitted up the chain of command until it reaches the Chief of the Department. He or she shall review the Request for Award as submitted and all endorsements thereto. Upon the review of the Request he or she shall submit the Request to the Fire Board in writing with all endorsements and shall appear at the next scheduled meeting of the Fire Board at which time he or she shall support or reject the Request by oral statement to the Board, or should the Board, in its discretion, decide that a personal appearance by the department Chief is unnecessary, then the department Chief shall submit the Request for Award as previously set out in this guideline.
- E. The Board shall review the Request for Award and shall either reject or approve the Request for Award. Any reasons given for approval or rejection made at the Board meeting may in the Fire Board's discretion be included in the minutes of the meeting. However, the Fire Board may choose to approve or reject the Request for Award without comment. A majority vote of the Board shall be necessary to approve the award.

### **GUIDELINES FOR APPROVAL OF REQUEST FOR MERITORIOUS SERVICE CITATION**

- A. The Request for a Meritorious Service Citation may be approved for any member of the Department upon his or her transfer to a different community and after a period of at least fifteen (15) years of continuous service to the department in which he or she has exemplified the best highest ideals and traditions of a firefighter in the service of his or her community.
- B. The Request for Meritorious Service Citation may be awarded to any member of the department after twenty (20) years of continuous service to the department in which the member under request has exemplified the best and highest ideals and traditions of a firefighter in the service of his or her community. This formula shall be created by and at the discretion of the Fire Board, and shall be applied on a case by case basis.
- C. The specific criteria for approval of a Request for Meritorious Service Citation shall be created by a majority vote of the Fire Board and shall adopt said criteria in the usual manner.
- D. The citation shall be a plaque with a brass plate upon which shall be embossed the logo of the department. The brass plate shall be inscribed with the honoree's name and the length of his service to the department. When the award is issued the secretary of the Fire Board shall cause an article to be placed in the Flint Journal and any community newspaper that covers the Swartz Creek and surrounding areas. If at all possible such article will include a picture of the honoree accepting his or her award. The award shall be given to the honoree by the Chief of the department or such other dignitary as the Board in its sole discretion may decide.

### **GUIDELINES FOR APPROVAL OF REQUEST FOR MEDAL OF VALOR**



- A. The Request for Medal of Valor may be awarded where the conduct of any member of the Department exhibits conduct above and beyond the call of duty, e.g. saving the life of a civilian who faces certain death when to do so places the firefighter's life in danger and at the same risk of death as the person who is saved.
- B. The Request for Medal of Valor may be awarded where the firefighter who accepts the risk of certain death, saves the civilian, and in the process loses his own life.
- C. The Request for Medal of Valor may be awarded where the firefighter saves a potential drowning victim and also survives the rescue or subsequently loses his or her life.
- D. The Request for Medal of Valor may be awarded where the firefighter saves the life of a civilian or another firefighter elsewhere in the line of duty.
- E. Each Request for Medal of Valor must be judged on the facts and circumstances of the particular rescue or other act of bravery, without comparison to other Requests made in the past and totally on its own merits, standing alone.
- F. The Swartz Creek Area Fire Authority shall have total discretion in its power to approve or reject a Request for Medal of Valor made by any officer for any subordinate member of the department.
- G. The Medal of Valor shall include a ribbon of red, white and blue colors, in the same manner as a military medal, from which shall hang a medal of appropriate color upon which shall be embossed the logo of the department. On the reverse side of the medal shall appear the name of the firefighter, the date of the act of bravery for which the honoree is being awarded the medal and short recount of the act of bravery itself. If at all possible the Fire Board will cause an article to appear in the Flint Journal and any community newspaper that covers the jurisdiction of the Fire Board. The article will contain a picture of the ceremony whereat the honoree is awarded the medal. The award will be given to the honoree by the Chief of the department, or such other dignitary, whether a member of the department or otherwise as the Board in its sole discretion may decide.

## **GRIEVANCE PROCEDURE**

- A. Any member of the Swartz Creek Area Fire Department who feels aggrieved must take their grievance to their immediate superior before proceeding to the next step in the chain of command. If the aggrieved does not feel that his grievance was properly redressed he may take it to the next higher authority, until ultimately going step by step through the chain of command to the Fire Board. In the event the aggrieved feels that his immediate superior is personally involved or would be unfair in handling the complaint then the aggrieved shall request of that superior that he be allowed to proceed to the next step in the chain of command without discussing the specifics of his grievance with that superior. The aggrieved shall then be allowed to proceed to the next step in the chain of command.
- B. When an aggrieved seeks redress through the chain of command the consulted supervisor shall ask of the aggrieved wishes that the reason for the requested meeting and the result of the meeting be reduced to a written report, upon request the superior shall prepare the written report and make a copy immediately available to the aggrieved and to the next higher authority in the chain of command.
- C. When a grievance is addressed to the Fire Board the presentation shall be made by the Fire Chief, and the Board may, at its sole discretion, allow the aggrieved party an opportunity to address the Fire Board either in open or closed session.

## **GENERAL RULES**

In compliance with the Board's objectives as stated in Article III of the By-Laws, the following Rules, Regulations, Policies, and Guidelines are hereby promulgated and shall govern until changed or rescinded by the Board.

### **Department Property:**

Department property must not be loaned. Department property must not be sold or given away except by permission of the Fire Board. All department properties must be carefully protected against waste and abuse.

### **Social By Laws:**

The Swartz Creek Area Fire Fighters, Inc., shall be allowed to structure their own By Laws governing their social activities. Such By Laws cannot be in conflict with the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, of the Fire Board, and shall be available to the Fire Board.

### **Emergency Vehicles:**

Regular firefighter's personal vehicles shall be registered in the manner prescribed by State Law or local ordinance.

### **Familiarity With Rules:**

All members shall become familiar and observe By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders of the department.

**Theft:**

The pilfering, stealing or appropriating by any member of the fire department at a fire, or at the station, of any article, however trivial in value, will be cause for immediate dismissal.

**Indecent Language:**

Members shall at all times refrain from the use of obscene, profane or disrespectful language.

**Alcoholic Beverage:**

- A. No alcoholic beverages shall be allowed on the premises. No controlled substance shall be allowed on the premises at any time.
- B. No alcoholic beverages or controlled substance shall be allowed on any Fire Department vehicle at any time under any circumstances.
- C. No alcoholic beverages or controlled substances shall be allowed at any fire or other emergency in which the department may be called to participate.
- D. No firefighter shall report for fires, meetings or training sessions while under the influence of alcoholic beverages or any controlled substance, as defined by law, and interpreted by the officers of the department. If a firefighter is under the influence of alcohol or any controlled substance, it shall be his/her responsibility to notify an officer of the department of his/her inability to report.

**Use of Uniform or Authority:**

All members shall at all times use the authority, names, badges and uniforms of the Department exclusively for the purpose permitted by the By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders of the Department. Dress codes for department functions shall be prescribed by the Chief.

**Conflict of Interest:**

Members shall not work in or in any way be connected with fire repair contractors, adjusting of fire losses or any other area where a conflict of interest could be charged. Members serving with Ambulance or Police personnel will do so at the discretion and permission of the Chief.

**False Reports, Records and False Testimony:**

Members shall not knowingly make any false report, record, or shall they unlawfully or maliciously give false testimony at any hearing of charges. To do so will be just cause for immediate dismissal from the department.

**Soliciting or Selling of Tickets:**

Members shall refrain from soliciting donations of any kind, nor shall they influence any person to purchase tickets for any purpose in which the name of the department is implied or used without the approval of the Fire Board and Fire Chief

**Acceptance or Solicitation of Gratuities:**

Members shall not solicit gratuities of any kind directly or indirectly for services performed in the discharge of their duties.

**Participation In Radio or TV Programs or Press Releases:**

Members shall not appear on or use the name of the Swartz Creek Area Fire Department on a promotional radio, TV program or give press releases without specific approval of the Fire Chief. All public appearances in representation of the department must be authorized by the Fire Chief.

**Storage of Equipment or Vehicle on Department Premises:**

Only vehicles or equipment necessary for the operation of the department or such other material as ordered by the Chief shall be kept or stored in or about the premises of this department unless specifically authorized by the Chief.

**Personal Vehicle Work:**

Washing, minor maintenance or repair of personal vehicles of any department personnel will be allowed on fire department premises at the discretion of the Chief.

### **Responding to Alarms:**

- A. All firefighters shall observe requirements of the law and good judgment when responding to the fire hall in his/her own private vehicle. All firefighter's vehicles when used in responding to alarms must be able to pass a Michigan State Police safety inspection. Careless driving in response to an alarm may be cause for dismissal.
- B. Use of lights and siren on private cars, other than for a fire call response or request for aid by a police officer is forbidden.

### **Parking At the Station:**

There shall be no parking in areas that will restrict the movement of department apparatus or cause damage to lawns and/or landscaping-

### **Departure From Scene of Emergency:**

While working at fires or other emergency, members shall not leave the scene of operations nor shall they be relieved from duty without the permission of the officer in charge.

### **Damaged Equipment:**

Members shall immediately report the loss of or damage to department tools and equipment to the officer in charge.

### **Standby Personnel:**

- A. It shall be the duty of stand-by personnel to remain at the station until excused by the officer in charge. All personnel shall be prepared to reservice trucks and equipment on their return from a fire. Absence without permission of the officer in charge will require the removal of the absentee's name from the fire report.
- B. In the interest of better vehicle maintenance, trucks shall be put in total service upon return from every fire run. This service is to include, but is not limited to, such things as filling water tank, fuel tank, hose bed, SCBA tanks, portable units fuel tanks, portable water tanks, and whatever else might have been used; also the trucks and equipment shall be checked for operation and properly cleaned before it is ready for service.

### **Removal of Names from Fire Report:**

The removal of firefighters' names from any fire report must be approved and signed by the Fire Chief.

### **Officers' Duties At Fires:**

There shall be one officer in command at each incident. Subordinate officers shall assist the officer in charge.

### **Red Lights and Sirens for Probationary Members:**

The use of red lights or sirens on personal vehicles shall not be allowed for firefighters serving their probationary periods.

### **Regular Meetings and Training Sessions: Absence Without Cause:**

- A. Training sessions will be held at a time and place designated by the Training Officer.
- B. Department Personnel will be required to maintain a satisfactory attendance and participation in scheduled department training. (Reviewed biannually).. Absence without reasonable cause in excess of thirty (30%) percent from training sessions may be just reason for disciplinary action by the Chief and/or Fire Board. Reasonable cause is defined as debilitating illness or a family emergency Exceptional circumstances will be given consideration by the Chief and he/she may, at his/her discretion, determine that a member had reasonable cause to be absent from a meeting or training session.

### **Turn-Out Gear:**

Firefighters will not use any head gear, clothing or equipment at a fire or emergency scene unless such is issued by the department or authorized by the Chief.

### **Annual Physicals:**

All firefighters and officers shall be required to successfully pass an annual physical examination at a department designated medical facility. Physicals shall be completed by March 31, each year.

### **General:**

- A. These By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders are not expected to, nor can they provide for every question and problem which may arise in a fire department established for emergency service. Situations may come up from time to time which cannot be foreseen and for which no rule or regulation is provided. It is expected that all members will act at such times with promptness and discretion.

- B. The members of the department are to familiarize themselves with these By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, and the ignorance of these By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, shall not constitute a reason for the noncompliance therewith.
- C. Disobedience of a direct order from an officer or an infraction of these By-Laws, Policies, Rules, Regulations, Standard Operating Guidelines, or Orders, shall be immediately called to the attention of the offending member by his/her immediate superior. If the offender persists in such violations, his/her actions shall constitute cause for disciplinary action by the Chief. Such disciplinary action may include suspension from the department for up to thirty (30) days, at which time a formal hearing shall be held in accordance with the rules and regulations herein before set out.
- D. Members should always bear in mind that they are members of the Swartz Creek Area Fire Department, and as such, their conduct and behavior is subject to criticism by the general public to a far greater extent than if they were engaged in a private occupation. For this reason, the social rules of good behavior and conduct as practiced by law-abiding and self-respecting citizens should be observed at all times by all members of the department.

Swartz Creek Area Fire Department  
Request for an Award Form

This Request for Award form shall be utilized. A Request for Award shall give a full factual account of the meritorious service for which the firefighter is being recommended.

Each person who endorses a request shall do so on this form upon which he or she shall make a full statement in support of his or her recommendation or refusal to endorse the Request as submitted.

Name/Rank of person the award is being requested for: \_\_\_\_\_

Type of Award being requested:

Meritorious Service Citation  Medal of Valor

Name/Rank of Officer making the original request for this award:

\_\_\_\_\_  
Attach documents supporting this award for presentation through the Chain of Command. The next Officer in the Chain of Command, shall be the next highest above the Officer submitting the original request.

Sergeant \_\_\_\_\_ Endorsement (circle one) YES NO  
Comments:

Lieutenant \_\_\_\_\_ Endorsement (circle one) YES NO  
Comments:

Captain \_\_\_\_\_ Endorsement (circle one) YES NO  
Comments:

Battalion Chief \_\_\_\_\_ Endorsement (circle one) YES NO  
Comments:

Assistant Chief \_\_\_\_\_ Endorsement (circle one) YES NO  
Comments:

Chief \_\_\_\_\_ Endorsement (circle one) YES NO  
Comments:

Rules and Regulations  
Appendix 1