

RESOLUTION No. 11-01-2013

**A RESOLUTION OF THE SANTAQUIN CITY COUNCIL APPROVING
UPDATES TO THE SANTAQUIN CITY FIRE DEPARTMENT STANDARD
OPERATING PROCEDURES (SOP)**

WHEREAS, the City of Santaquin merged the operations of the Santaquin City Fire Department and Santaquin City EMS Department in 2013; and

WHEREAS, the City of Santaquin created a new Part-Time Paid Fire Chief's Position to provide greater management and direction to the operations of the consolidated Fire Department; and

WHEREAS, to complete the consolidation of the Fire Department an update to the Standard Operating Procedures was required to insure that all policies and procedures correspond to the new structure and operations guidelines established under the newly consolidated Fire Department;

**NOW THEREFORE, BE IT RESOLVED BY THE SANTAQUIN CITY
COUNCIL THAT:**

1. The Santaquin City Council approves the attached Santaquin City Fire Department Standard Operating Procedures (Chapters 1 and 2).
2. This resolution shall take effect immediately upon its passage

PASS AND APPROVED this 6th day of November, 2013.


James E DeGraffenried, Mayor

ATTEST:


Susan B. Farnsworth
Santaquin City Recorder



STANDARD OPERATING PROCEDURES

Organization

Santaquin Fire and EMS Department

Chapter: II - Fire Department Interviews
Subject: Interview & Test Standard: Officer
 Promotions
Code: SOP II
Revised: 9/2013 SFO, BBR

I. PURPOSE

To list and define the procedures and practices followed within the Santaquin Fire and EMS Department for promotional process for officer candidates.

To list the minimum qualifications for promotions. Explanation of application, interview, and selection process for Captain and Battalion Chief positions within the Department. For job and position descriptions refer to SOP I.

II. POLICY

When an officer position is available, written notice of the promotion and application process will be given to the general body of the Department. After formal announcement, Members will have three (3) weeks to submit applications and resumes before the application period closes. Notification will include job descriptions, qualifications, and timeline of the application process. Only current members of the Department may apply for a Captain or a Battalion Chief position, as these positions shall be filled as inter-department promotions.

Once the application period has closed, interview dates and times will be scheduled with each candidate. The Fire Chief will select a board to interview candidates. Candidates will be evaluated based on four criteria: Resume 25%, Service Time 25%, Structured Interview 25%, and Incident Management Scenario 25%.

The Interview Board will rank candidates and submit results to the Fire Chief, for a final selection. It is understood that the candidate who has scored highest and is ranked as #1, by the Interview Board is considered the most qualified for the promotion, based on the objectivity of the entire process. The ranked list of candidates may remain valid for up to two years, at the discretion of the Fire Chief.

Candidates who do not perfectly meet all qualifications may still be allowed to apply, interview, and be placed on the final ranking. In the event that available applicants do not meet all qualifications, applicants may be permitted to proceed through the promotional process. In such cases, final candidate ranking will be based on selection of the best available candidates and promotions will be made based on the needs of the

department, at the discretion of the Fire Chief and recommendation of the Interview Board.

III. QUALIFICATIONS

Minimum officer qualifications. Preference points may be awarded for certifications that exceed the minimum standard.

A. FIRE BATTALION CHIEF

1. Eight (8) years of experience in the fire/emergency medical service, with at least five (5) years affiliated with Santaquin Fire/EMS.
2. Certified as Firefighter I & II, Hazmat Operations, Wildland Red Card, Officer I, ADO-Pumper, ADO-Aerial (one year), Instructor I (one year).
3. Valid UT state driver license.
4. No violations of the Santaquin City drug/alcohol free workplace policy during the immediately preceding five (5) years.
5. Active Status for three (3) year period.
6. Maintained training hours required for re-certification.
7. Demonstrate sufficient ability to supervise, communicate, and lead firefighters and EMTs.

B. EMS BATTALION CHIEF (EMS DIRECTOR)

1. Eight (8) years of experience in the fire/emergency medical service, with at least five (5) years affiliated with Santaquin Fire/EMS.
2. Certified as EMT-Advanced, EMS Instructor, Hazmat Awareness, Wildland Red Card.
3. Three (3) years of experience as Lead crew member.
4. Valid UT state driver license.
5. No violations of the Santaquin City drug/alcohol free workplace policy during the immediately preceding five (5) years.
6. Active Status for three (3) year period.
7. Maintained training hours required for re-certification.
8. Demonstrate sufficient ability to supervise, communicate, and lead firefighters and EMTs.

C. EMS CAPTAIN

1. Five (5) years of experience in the fire/emergency medical service, with at least three (3) years affiliated with Santaquin Fire/EMS.

2. Certified as Utah EMT-Advanced.
3. Two (2) years of experience as Lead crew member.
4. Valid UT state drives license.
5. No violations of the Santaquin City drug/alcohol free workplace policy during the immediately preceding five (5) years.
6. Active Status for three (3) year period.
7. Maintained training hours required for re-certification.
8. Demonstrate sufficient ability to supervise, communicate, and lead firefighters and EMTs.

D. FIRE CAPTAIN

1. Five (5) years of experience in the fire/emergency medical service, with at least three (3) years affiliated with Santaquin Fire/EMS.
2. Certified as Firefighter I & II, Wildland Red Card, ADO-Pumper (one year).
3. Valid UT state drives license.
4. No violations of the Santaquin City drug/alcohol free workplace policy during the immediately preceding five (5) years.
5. Active Status for three (3) year period.
6. Maintained training hours required for re-certification.
7. Demonstrate sufficient ability to supervise, communicate, and lead firefighters and EMTs.

IV. METHODS & SUBMISSIONS

A. RESUMES'

Resumes should be two (2) pages or less and may include the following:

1. Time of service in fire, EMS or other professionally related areas.
2. Personal information as deemed necessary by the candidate.
3. Certifications by UFRA, IFSAC or other recognized certifying bodies.
4. Leadership positions held or presently serving.
5. Fire Officer or leadership related experience.

B. YEARS IN GOOD STANDING

1. A three-year history of each candidate's training participation and incident response will be reviewed. These records will be evaluated by the interview board and used toward final consideration and ranking of each

candidate. A candidate may request his/her personal attendance records prior to the interview date, for personal review.

C. SERVICE TIME AND GOOD STANDING

1. 'Good Standing' status refers to an active member as demonstrated by attendance at training and incident response over a period of the most recent three (3) years.
2. An active member in the department fulfills shifts, attends training, and responds to emergency dispatches. In terms of EMS staffing, this means covering a minimum of four (4) 12-hour shifts in the last thirty (30) days. In terms of Fire staffing, this means response participation to emergency dispatches is greater than/equal to 33%. For all members, the standard of 60% attendance of applicable training meetings applies. Additionally, all members shall have sufficient training hours for recertification. A member on approved leave is considered active.
3. Minimum Service Requirements
 - a. Battalion Chief – Eight (8) years of experience.
 - b. Captain – Five (5) years of experience.

D. POINT EVALUATION CRITERIA

1. Points will be awarded in 4 areas: Resume 25%, Service Time 25%, Structured Interview 25%, and Incident Management Scenario 25%.
2. A board will interview the candidates. The final ranking of the candidates will be determined by points awarded that are associated with the evaluation and tests as given. The candidate receiving the highest points will be ranked as #1 and so forth.
3. The Resume' portion is worth a maximum 25 points. Score will be awarded by content, experience and leadership capability as presented in the Resume, from 0 to 25 after thorough evaluation by the interviewing board.
4. Service Time in the Santaquin Fire/EMS Department in good standing will be weighted objectively by the interviewing board. Years of service, attendance at training and incidents will be added together. This score is weighted at 25 points. Points can be awarded from 0 to 25 after thorough evaluation by the interviewing board.
5. The structured interview is worth a maximum of 25 points. Each officer candidate will be asked a set of standard questions that relate to leadership, knowledge and ability. All interview questions will be approved by Human Resources staff and kept confidential. Points can be awarded from 0 to 25 after thorough evaluation by the interviewing board.

6. The Incident Management Scenario will be worth a maximum of 25 points. Candidates will be given an emergency incident scenario and asked incident command and managerial related questions by each of the interviewing officers. The candidate responses will be evaluated based on knowledge of NIMS, emergency incident strategy/tactics, communications skills, Department Protocols/SOPs/SOGs, and individual command presence. Performance exhibited through managing the scenario will reveal individual preparedness level and character traits of the candidate. Caution should be used to ensure that each candidate is given a comparable scenario with comparable parameters. Points can be awarded from 0 to 25 after thorough evaluation by the interviewing board.

F. SCORING

1. Scoring of the interview will include the sum of all 4 categories with a perfect score of 100 points possible. The scores are totaled and the candidates will be ranked on the basis of total score awarded to create a final eligibility list of promotable candidates. The interview board will present the final list of candidates with recommendations to the Fire Chief after the interviews and scoring process are complete. As promotions become available, the Fire Chief will promote candidates from the list, based on the needs of the Fire Department. The list may remain valid for up to two (2) years.
2. The Fire Chief will notify the successful applicant within five (5) working days of the final interview. Written notification will be sent to every candidate whether successful or not.
3. The interview board will thoroughly document each step of the interview process. The Fire Chief will keep an accurate record of each promotional process. The Fire Chief will be responsible to inform the Mayor and City Council of candidate selection. The Fire Chief will keep a file of current officers and the ranked list of eligible candidates.

V. INTERVIEW BOARD

- A. The Fire Chief shall select an interview board of five (5) people to accomplish objective interviews for promotional candidates in the Department. This board may include the Fire Chief, Assistant Chiefs, Battalion Chiefs, Captains, officers from other Fire/EMS departments, and a Human Resources representative. In general, candidates should be interviewed by peers and more senior officers; not officers of lower rank.

STANDARD OPERATING PROCEDURES

Organization

Santaquin Fire and EMS Department

Chapter: I - Department Organization

Subject: Position Descriptions

Code: Policy I March 2003

Revised: 9-2013 SFO,BBR

I. PURPOSE

To list and define the duties and responsibilities of the various functional positions within the Santaquin Fire and EMS Department.

To provide a description of the relationship each position has to the chain of command. The established chain of command shall be utilized in administrative functions and Emergency response, in as much as the organization structure is intact. All emergency incident operations shall be organized and conducted according to the National Incident Management System (NIMS) framework. See attached guideline: Organizational Structure.

II. POLICY

A list of all Department positions, duties, and responsibilities shall be described.

The functional relationship of the various positions within the Department shall be clearly described with requirements to qualify and standards to perform will be included.

The Fire Chief shall approve Department policy and SOPs/SOGs. The Fire Chief shall oversee the Department with assistance from staff of department officers. Officers, namely Battalion Chiefs and Captains, are promoted through an interview and testing process (refer to SOP II). All other positions are appointed based on individual attainment of the corresponding certification levels.

III. POSITIONS

A. FIRE CHIEF

1. This position reports to the Mayor (and/or City Manager) manages all facets of the Fire and EMS Department for Santaquin City. The primary function of this position is to provide for the sole command overall officers, members, and employees of the Department.
2. The Fire Chief will provide measures seen necessary to the prevention and extinguishing of fires, the protection of life and property, the preservation of order and observance of Federal and State laws, ordinances of the City

and rules and regulations of the Department. The Fire Chief is responsible for emergency preparedness, hazard mitigation, response and recovery, planning, and budgeting for emergency management.

3. See appendix for complete description and qualifications.

B. BATTALION CHIEF (FIRE)

1. Performs complex emergency service and administrative work at a senior command level with responsibility for a broad range of administrative and technical activities related to fire suppression, fire prevention and other work as required. Work is performed under the broad supervision of the Fire Chief.
2. Note: The positions of Fire Battalion Chiefs have previously been known as Assistant Fire Chiefs, 1st and 2nd. The positions of Assistant Fire Chiefs are now to be referred to as Fire Battalion Chiefs.
3. See appendix for complete description and qualifications.

C. BATTALION CHIEF (EMS)

1. Performs complex emergency service and administrative work at a senior command level with responsibility for a broad range of administrative and technical activities related to directing emergency medical response, ambulance services and other work as required. Work is performed under the broad supervision of the Fire Chief.
2. Note: The position of EMS Battalion Chief was previously known as EMS Director. The position of EMS Director is now to be referred to as EMS Battalion Chief.
3. See appendix for complete description and qualifications.

D. CAPTAIN (FIRE)

1. Under general supervision from chief level officers, provides technical supervision and leadership in taking charge of a company of firefighters and EMTs in firefighting operations, emergency medical situations, equipment maintenance, training, and other activities; Specializes in fire response and readiness.
2. See appendix for complete description and qualifications.

E. CAPTAIN (EMS)

1. Under general supervision from chief level officers, provides technical supervision and leadership in taking charge of a company of Firefighters and EMTs in firefighting operations, emergency medical situations,

equipment maintenance, training, and other activities; Specializes in EMS response and readiness.

2. See appendix for complete description and qualifications.

F. PARAMEDIC

1. Under the general supervision of the captain, provides direct services, individually and as a member of a company, in response to fire, rescue, hazmat, and other incidents; Performs variety of full-performance duties, based on certification and training.
2. Additionally, a paramedic will respond to medical emergencies and provide pre-hospital ADVANCED LIFE SUPPORT care to victims of injury or illness. A paramedic is ordinarily the highest ranking medical authority at an emergency medical scene and as such, makes decisions based on standing orders, protocols, and orders from on-line and off-line medical direction.
3. See appendix for complete description and qualifications.

G. FIRE ENGINEER

1. Under general supervision of the captain, provides direct services, individually and as a member of a company in response to fire, rescue, hazmat, and other incidents. The engineer is responsible for driving, operating and maintaining department apparatus.
2. Additionally, the engineer may respond to medical emergencies and provide pre-hospital care to victims of injury or illness at a BLS or ALS level according to the engineer's current medical certification.
3. See appendix for complete description and qualifications.

H. EMT-ADVANCED

1. Under the general supervision of the captain, provides direct services, individually and as a member of a company in response to fire, rescue, hazmat, and other incidents; Performs variety of full-performance duties, based on certification and training.
2. Additionally, the EMT-Advanced will respond to medical emergencies and provide pre-hospital care to victims of injury or illness. An EMT-Advanced makes decisions based on standing orders, protocols, and orders from on-line and off-line medical direction.
3. See appendix for complete description and qualifications.

I. EMT

1. Under the general supervision of the captain, provides direct services, individually and as a member of a company in response to fire, rescue, hazmat, and other incidents; Performs variety of working-level duties, based on certification and training.
2. Additionally, the EMT must respond to medical emergencies and provide pre-hospital BASIC LIFE SUPPORT care to victims of injury or illness.
3. See appendix for complete description and qualifications.

J. FIREFIGHTER II

1. Under the general supervision of the captain, provides direct services, individually and as a member of a company in response to fire, rescue, hazmat, and other incidents; Performs variety of full-performance duties, based on certification and training.
2. Additionally, the Firefighter may respond to medical emergencies and provide assistance to EMTs and Paramedics, in caring for victims of injury or illness.
3. See appendix for complete description and qualifications.

K. FIREFIGHTER I

1. Under the general supervision of the captain, provides direct services, individually and as a member of a company in response to fire, rescue, hazmat, and other incidents; Performs variety of working-level duties, based on certification and training.
2. Additionally, the Firefighter may respond to medical emergencies and provide assistance EMTs and Paramedics, in caring for victims of injury or illness.
3. See appendix for complete description and qualifications.