

Employment Requirements

1.01 **Introduction:**

The Town of Menasha Fire Department is a combination Department utilizing career and paid-on-call personnel. The Department provides fire prevention, code enforcement, public education, light rescue, vehicle extrication, EMS First Responder, and fire suppression services to a community encompassing 14 square miles and with an estimated population of 17,000. The Department currently operates four engine companies, a ladder company, a rescue company, two command vehicles, one fire prevention squad and one support pick-up truck from two stations.

1.02 **Purpose:**

This manual has been prepared to present Fire Department personnel the various operational procedures and policies that govern the Fire Department. With regard to the emergency operations of the Department, the term guideline indicates that those procedures provide a basic framework for the Firefighter/Officer in which to perform. Emergency guidelines can be altered for unusual situations that may be encountered by the Department; however, the guidelines should be followed as closely as possible at all times.

Policies, issues or situations regarding personnel, not specifically addressed by this guidebook should be referred to the Town of Menasha Personnel Policy Manual.

None of the benefits or policies in this guidebook is intended by reason of their publication to confer rights or privileges or to entitle you to be or to remain to be employed by the Town of Menasha Fire Department. The contents of this guidebook are presented as a matter of information of employment only. This guidebook does not constitute and express or implied employment contract. While the Town of Menasha Fire Department believes whole-heartedly in the plans, policies and procedures described here, they are not conditions of employment and are subject to unilateral changes by the Town of Menasha Fire Department.

It is the Town of Menasha Fire Department's intention to amend, change and add to this guidebook from time to time as new situations are encountered or as need for the changing of an existing policy becomes necessary. In this regard, your suggestions, ideas and thoughts will be most helpful in maintaining a pleasant atmosphere in which we can all be productive.

While we hope that your employment with the Town of Menasha Fire Department will be long lasting, employees are of course, free to resign at any time just as the Town of Menasha Fire Department is free to terminate your employment at any time.

*Town of Menasha Fire Department
Public Education: Our first line of defense*

1.03 **Definitions:**

- a. Full-time Employee - A member hired by the Town of Menasha and assigned to work as part of the Town of Menasha Fire Department. Such employee is subject to the provisions for full-time employees as found within the Town of Menasha Personnel Policy Manual and the provisions of the Town of Menasha Fire Department Standard Operating Guidelines.
- b. Paid-on-Call Employee - A member hired by the Town of Menasha and assigned to work as part of the Town of Menasha Fire Department. Such employee is subject to the provisions for permanent paid-on-call firefighters as found within the Town of Menasha Personnel Policy Manual and the provisions of the Town of Menasha Fire Department Standard Operating Guidelines.

1.04 **Eligibility Requirements:**

- a. To be considered a candidate for employment with the Department, the applicant must be:
- b. A United States Citizen
- c. At least 18 years of age
- d. High school graduate or equivalent
- e. Possess and maintain a valid Wisconsin Drivers License
- f. Resident in the Town of Menasha, or
- g. Live within two miles of the Town as measured by public roadways if a timely response to the fire station is deemed possible by the Fire Chief.

1.05 **Applicant Screening:**

Upon meeting the above requirements, the applicant will be asked to take part in a series of progressive steps to measure the applicant's ability to perform as a firefighter. The following sequence (in compliance with ADA) will be used in the hiring process:

- a. The applicant completes a Town of Menasha Fire Department employment application and submits it to the fire department administrative office
- b. The applicant will be notified when the department will be conducting a hiring process
- c. Potential candidates and their significant others will be required to attend a pre-interview orientation.
- d. The applicant shall be interviewed and recommended by the Personnel Captain, Division Chief of Training and membership committee
- e. The applicant shall take a physical ability examination related to firefighter tasks
- f. The applicant shall undergo a background and/or records check

- g. The applicant shall be interviewed or have application reviewed by the Fire Chief with possible conditional offer of employment given to candidate
 - h. A Letter of Understanding must be signed by the Applicant
 - i. The applicant shall pass a physical examination by the fire department physician based on national guidelines (NFPA 1582)
 - j. The applicant shall be recommended by the Fire Chief and appointed by the Town Administrator
 - k. The applicant shall be issued SOGs for review
 - l. Orientation conducted by department officers. Equipment issued and mentor assigned
- Failure of any one of the tests shall result in the termination of the applicant's right to continue with the hiring process.

1.06 Applicant Review:

All applicants who successfully complete the applicant screening process shall be reviewed by the Chief of the Department. The Fire Chief shall make recommendations to the Town Administrator for appointment to the Department.

If no positions are currently available, an eligibility list may be established until a position becomes available.

1.07 Appointment:

Within five days of appointment, the firefighter must report to the Administrators' Administrative Assistant\Human Resources Coordinator of the Town of Menasha to fill out all employment forms required.

1.08 Trial and Training Period:

Within one year of appointment to the Department, the Firefighter must successfully obtain a Wisconsin Fire Fighter I certification through an approved agency. This requirement shall be waived should the firefighter provide proof through official school, or department records that the individual has met this provision. The firefighter will be required to complete the firefighter recruit academy where they must successfully complete the basic competency skills as set forth in SOG's section 12.06.

Each new firefighter shall be assigned to a Fire Department Officer for training and supervision purposes. The assigned Officer shall document all progress and make final recommendation for permanent appointment. Each new firefighter will be assigned a mentor to work with the firefighter on an individual basis to improve their transition becoming a member of the fire department.

Each firefighter must successfully complete a one (1) year trial and training period. Periodically throughout the year and at the end of the twelve-(12) months the recruit firefighter will be evaluated for continued employment with the Department. Below standard performance or the inability to meet active status requirement will be cause for termination or an extended trial and training period.

1.09 Active Status:

To maintain employment with the Department, the requirements listed below must be achieved by all paid-on-call firefighters. The requirements will be evaluated in January for the prior 12-month period.

- a. Respond to at least 30% of alarms assigned to their station.
- b. Attend at least 50% of all assigned training drills.
- c. Attend the following listed total hours of training (drills and outside training).
 - i. Firefighter - 50 Hours
 - ii. Captain - 60 Hours
 - iii. Lieutenant - 55 Hours
 - iv. Chief Officer - 65 Hours
- d. Reside at all times of employment in the Town of Menasha or within two miles of the Town if a timely and safe response can be maintained (as approved by the Fire Chief).
- e. If an Officer, attend at least 75% of all officer staff meetings during the year.
- f. Participate in a minimum of 5 hours of other Fire Department activities. This would include activities such as ladder or hose testing, public education, Fire Department Open House, vehicle or station maintenance, or any other department activity recognized by the Fire Chief.
- g. In order to maintain an active paid-on-call firefighter position, capable of entering the hot zone on emergency scenes, firefighters must also successfully pass the following assessments:
 - i. Annually, as determined by the Division Chief of Training, complete the minimum competency-based training criteria for the qualified position the firefighter holds (see S.O.G. 12.06).
 - ii. Periodically complete the job-related Physical Abilities Assessment. This will be a timed, full-protective clothing task assessment including a portion of the exercise wearing the SCBA mask plugged in with air (see the Appendix immediately following this section for a description of the assessment).
 - iii. Periodically, maximum of three (3) years, complete the medical physical examination conducted by the department physician (see S.O.G. 4.04).
 - iv. Annually be evaluated for the proper "fit-test" wearing self-contained breathing apparatus (see S.O.G. 4.25).

- h. Failure to complete any items (i) thru (iv) will be cause for a determination (by the Fire Chief) for re-assignment to a non-hot zone assignment (example-fire ground support position) until such time the criteria can be met.
- i. Maintain a valid Wisconsin Driver's License - In addition, any and all moving traffic violations MUST be reported in writing to the Fire Chief (including, but not limited to speeding, driving while under the influence, etc.) as well as any changes in your Wisconsin Driver's License.
- j. ANY illnesses or injuries incurred, that could impact employment abilities, MUST be reported to the Fire Chief in writing within 24 hours of the injury.
- k. Firefighters employed after Jan. 1, 1997 must maintain a valid CPR card.
- l. Firefighters employed after January 1, 2007 must successfully obtain First Responder Certification within two years of employment.
- m. Employees must maintain any applicable certifications pertaining to their position description.

1.10 Vacation:

- a. Eligibility – All non-probationary firefighters have the ability to request vacation days. The vacation days must be submitted to the Fire Chief at least 3-days prior to the vacation and must be taken for a 7-consecutive day time period.
- b. Number of Vacation Days Eligible – The following is the number of vacation days a firefighter may be eligible to use during the calendar year. Vacation days may not be carried over to the next year. If vacation days are not used during the calendar year, they will be forfeited for that year.
 - i. 1 year to 11 years seniority: 7-days
 - ii. 12 years and greater: 14-days
 - iii. Extended leave of absence or medical leave may affect the amount of vacation time available and will be reviewed by the Chief of Department.
 - iv. Seniority is number of years as of January 1st of that year.
- c. Statistical Impacts – During the period of vacation time, the firefighter will not have calls added to their total number of calls assigned for the month/year. If the firefighter chooses to respond to calls during their period of vacation time, they will be credited for calls attended which will be added to their total number of calls attended for the month/year.

1.11 Physical Abilities Assessment:

- a. Purpose of the Assessment - The purpose of the Physical Abilities Assessment screening is to assure the ability of personnel to safely perform the activities required of a firefighter. The objective of the test is to assess the ability of the firefighter to meet the

physical demands and working conditions of the firefighter using skill, technique and physical abilities.

- b. Scheduled Assessments - Any active, hot-zone firefighter, not on a "limited light-duty status" leave, which misses a scheduled test, must schedule a make-up date for the assessment to be taken within six weeks. Failure to do so may result in disciplinary action.
- c. Unsuccessful Completion of the Assessment (Did Not Pass):
 - i. New Applicants - No position Offered
 - ii. Probationary Members - Does not satisfactorily complete the probationary period.
 - iii. Active, Hot-Zone Members –
 1. First Time Unsuccessful Completion: Member remains on active status and must schedule a retake date for the Physical Abilities Assessment within six weeks.
 2. Second Time Unsuccessful Completion: Member must meet with the Department physician for recommendation. These recommendations may include, but are not limited to, fire ground support re-assignment, fitness consultation and/or reassessment options. Once determined, the recommendation will be brought to the Fire Chief and department Welfare Committee for consideration. The member will have up to six months to schedule a retake date for the assessment.
 3. Third Time Unsuccessful Completion: Member can request a leave of absence, request to be re-assigned to a Fire Ground Support position, resign or be terminated.

1.12 Non-Active Members:

Firefighters that do not maintain their active status (as outlined in S.O.G. sections 1.09 (a)(b)(c)(d)(e)(f)) shall have an opportunity to present their situation to the Department Officers who will then make a determination if the firefighter will continue their employment with the Department. It will be the responsibility of the individual firefighter to monitor their statistics and in the event the minimum requirements are not met, to request to meet with the Department Officers at the January Officers meeting. The Department Officers will then make recommendations to the firefighter and Chief of Department to grant an extension to improve their status or a recommendation for dismissal. The recommendation by the Chief of Department for dismissal will then be forwarded to the Town Administrator for action. If the firefighter decides not to meet with the Department Officers, the Chief of Department will recommend the firefighter be terminated.

Upon termination or separation of employment with the Department, all Department owned equipment shall be returned within one week of the separation date. Failure to return equipment

shall result in payment to the Department the actual replacement cost of all equipment not returned.

1.13 Unavailable/Out Of Town:

Department members who will not be available for response to alarms shall sign out on the station chalkboard. This shall be done for reasons such as an illness or absence from the Township for a period of more than two (2) days. This policy is necessary to ensure adequate staffing levels at all times for emergency responses. It is especially critical during holidays and seasonal events such as deer hunting.

