

HAMILTON FIRE DEPARTMENT STANDARD OPERATING GUIDE

PROCEDURE:	PERSONNEL	POLICY P-1
TITLE:	Job Description - <i>Firefighter</i>	

PURPOSE: The purpose of this guide is to establish responsibilities, objectives, and goals for all personnel at the Hamilton Fire Department.

SCOPE: The Hamilton Fire Department is staffed by the men and women who are members of Fountain Fire Company #1. FFC#1 is a fraternal organization that operates under the rules set forth in the company's constitution of bylaws. All Hamilton Fire Department personnel must first be voted into the membership of FFC#1 which will then refer them to the Village of Hamilton for confirmation and appointment to the Hamilton Fire Department. All Hamilton Fire Department personnel must remain in good standing and meet all requirements for active membership in FFC#1.

It is the intent of this guide to break down the actual roll of the Firefighter as it pertains to the operation of the Hamilton Fire Department. This guide will classify personnel in the fire department based on training, experience, and certification.

GENERAL: All Firefighters are required to meet appropriate training standards including the initial and recurrent OSHA mandated components. Equivalent training will be recognized, generally based on past standards and practices. NYS OFPC training for firefighters is required.

Training Requirements:

Initial Training: All required initial training is provided in the NYS OFPC Scene/Support or Firefighter 1 course.

Recurrent Training: Firefighters are required to meet annual training standards mandated by OSHA. Each year prior to May 1st all firefighters will complete those objectives which apply to their level of training and certification. *Support Firefighters* will be trained in hazardous materials awareness, blood borne pathogens, general hazards, fire station safety, response safety, protective equipment, fire scene safety, tool safety, and recent developments. In addition, *Firefighters* will be trained in the use of SCBA.

All personnel will have a yearly physical examination that will be administered by NYCAMH HealthWorks *or equivalent* in a manor consistent with NFPA 1500 - Standard on the Fire Department Occupational Safety and Health Program.

APPROVED BY:	Ross Hoham	EFFECTIVE DATE:	06/10/06
TITLE:	Fire Chief	LAST REVISION:	2/25/08

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Physical Examination Classification:

- Class A:** Unlimited activity. Required for interior structural firefighting
- Class B:** Required for SCBA use, limited to exterior firefighting
- Class C:** Fire Police / Apparatus Operators / Fireground Support
- Class D:** No fireground activity

CLASSIFICATIONS:

Recruit Firefighter:

A person who joins FFC#1 and has been appointed to the Hamilton Fire Department. A recruit firefighter will be issued appropriate equipment and will be expected to respond to alarms and participate in training. The roll of the recruit firefighter will be limited to basic support type operations as determined by the OIC, as appropriate based on the recruit's experience and training. Recruit firefighters will display a green shield on their helmets. The recruit firefighter shall strive to obtain experience and training so they may advance their classification.

Firefighter:

A recruit firefighter who successfully completes their initial OFPC training. This is the Firefighter 1 Course or the Scene and Support Operations Course. Firefighters will be classified into two separate categories based on their training and certification.

Firefighter: Personnel who will participate in interior structural firefighting activities and/or use SCBA must complete the Firefighter 1 course.

Support Firefighter: Personnel who will not be participating in interior structural firefighting activities and will not be required to use SCBA must complete the Scene and Support Operations Course. Fire Police personnel are in this classification.

APPROVED BY:	Ross Hoham	EFFECTIVE DATE:	06/10/06
TITLE:	Fire Chief	LAST REVISION:	2/25/08

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POSTING OF ROSTER: Firefighters will be listed on a roster that will be posted conspicuously at the fire station. This roster will clearly display each firefighter along with their classification and level of training and certification as it pertains to responding on alarms, SCBA use, and apparatus driving.

CHAIN OF COMMAND: Personnel will follow a chain of command. Firefighters report to Lieutenants who report to the Captain. The Captain then reports to the Assistant Chiefs who in turn will report to the Chief. Administratively, the Chief reports to the Village of Hamilton Board of Trustees and Mayor. The Fire Chief is ultimately responsible for all department operations and personnel.

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TITLE:	Fire Chief	LAST REVISION:	2/25/08