

Monroe Fire Department STANDARD OPERATING GUIDELINE	
Subject: Firefighter	
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Firefighter

GENERAL PURPOSE

Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; participates in training, drill and independent study activities; participates in the maintenance of fire department apparatus, equipment and facilities; performs various staff support assignments; and performs related work as assigned. A Paramedic/Firefighter will respond to medical emergencies and provide pre-hospital advanced life support care to victims of injury or illness. A paramedic/firefighter is ordinarily the highest medical authority at an emergency medical scene and as such, makes medical decisions based on standing orders, protocols and orders from on-line and off-line medical direction

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE AND SKILLS

Fire Suppression- Thorough knowledge of practices pertaining to fire suppression to include fire behavior, building construction, suppression systems, and fire prevention. Knowledge of Incident Management, strategy and tactics, and knowledge of emergency vehicle operations and basic maintenance needs including fire engine, aerial, and support apparatus.

Safety/Security -Thorough knowledge of safety rules, regulations, procedures and practices as outlined in the department directives. Maintains situational awareness.

Customer Service - Comprehensive knowledge of principles and processes for providing customer services. This includes meeting quality standards for services and customer satisfaction.

Interpersonal Relationships - Develops and maintains cooperative and professional relationships with coworkers, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

Critical Thinking - Uses logic and reasoning to identify the strengths and weaknesses of

alternative solutions, conclusions or approaches to problems.

Judgment/Decision Making - Anticipates, identifies and evaluates potentially dangerous, unusual or deviating situations and exercises appropriate judgment to establish priorities and take prompt action for problem resolution.

Knowledge -Basic principles, methods and techniques of fire suppression and prevention, basic methods, techniques and practices for hazardous materials mitigation; principles of mathematics, physics, chemistry and mechanics as they apply to fire science; federal, state and local codes, rules and regulations as they pertain to fire safety; methods and techniques involved in the operation of standard firefighting equipment and apparatus used in a developed urban environment; basic principles of emergency medical care at the basic life support level; safety practices and precautions pertaining to the work; proper lifting, carrying and climbing techniques; plans check methods and practices as they pertain to fire safety.

Ability - Read and understand technical materials related to fire science; understand and follow oral and written instructions; establish and maintain effective relationships with those encountered in the course of the work; remain calm, make sound decisions and respond appropriately in emergency situations; maintain records and prepare clear and concise reports; maintain physical endurance and agility; perform mathematical calculations.

DISTINGUISHING CHARACTERISTICS

Firefighters are expected to perform all of the class's essential duties and responsibilities. Firefighters are expected to be fully qualified to operate any of the department's vehicles and apparatus in addition to performing all of the normal emergency response duties. After proper training and departmental certification, incumbents are expected to be fully qualified to assume the duties of a engine pump operator. Firefighters are required to work 24-hour shifts and averaging 56-hour work weeks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class. Responds to a wide variety of emergency alarms, such as structural and environmental fires, traffic accidents, natural gas leaks, medical emergencies and hazardous material spills. Fights fires under departmental procedures and as directed by a fire officer; connects and lays hose lines, sets ladders and operates fire streams; uses hand and power tools to ventilate and enter burning structures for the purpose of extinguishing fires and to perform search and rescue operations; raises, lowers and climbs ladders to enter structures; performs salvage, clean up and overhaul operations during and after fires to remove hazards and protect property. Provides first responder medical emergency response at the advanced life support level, including initial patient and situation assessment, cardiopulmonary resuscitation and trauma emergency medical care; prepares patients and assists non departmental paramedics in advanced life support emergency medical care. Participates in specialized rescue operations, including aerial and underground situations involving the use of rigging and shoring; operates specialized hand and power tools and equipment to rescue traffic accident victims. Cleans, services and makes minor repairs to ensure the operational readiness of

vehicles, apparatus, hoses and emergency equipment; participates in the cleaning, repair and upkeep of department buildings, grounds and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES cont.

Participates in drills, demonstrations and courses in firefighting techniques, equipment and apparatus operation, medical aid, heavy rescue, hazardous materials, fire prevention, equipment maintenance and a wide variety of other subjects related to the fire service; studies local geography and conditions affecting fire operations; studies and learns departmental operating procedures and policies. Participates in the development and implementation of the department's public education and community outreach programs and activities.

ESSENTIAL DAILY SHIFT FUNCTIONS

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- Performs complex diagnostic and medical procedures including, but not limited to: Intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of various medications;
- Drives and operates apparatus as assigned and/or operates as a member of engine;
- Prepares and maintains records and makes reports on fire suppression, training, equipment maintenance, personnel, pay roll, and other matters;
- Promotes an environment of cooperation and collaboration during all internal and external interactions;
- Represents the department in dealings with volunteers, citizens, members of the press or other City and State agencies as directed;
- Serves as a coach and mentor in the professional development of new hires;
- Makes effective use of email and other City/Department resources to communicate with other members of the department;

- Tests fire equipment and maintains cleaning materials and supply inventories;
- Utilizes computerized record keeping and reporting systems;
- Conducts public tours of station facilities;
- Conducts public safety education programs to civic groups, schools, and institutions;
- Procures supplies, in accordance with City regulations;
- Serves as liaison between the business community and the Fire Department;
- Knowledgeable of computer related dispatch software and its use;
- Thorough working knowledge of apparatus and equipment operational including placement and utilization of apparatus;
- Strong knowledge of fire hydraulics, water delivery systems and fixed facility extinguishing systems;
- Mastery of EMS delivery at the paramedic level and the ability to deliver care as required by medical control
- Accurately completes written and verbal reports on patient care to hospital emergency departments.

- Performs a thorough, daily inspection and pump check of the apparatus to which he/she is assigned; notifies station officer of any condition requiring repair or maintenance; insures that the inventory of supplies and equipment is complete; assures that apparatus, equipment, and records are maintained and in good order.
- Comprehends and documents complete and accurate patient histories.

ESSENTIAL DAILY SHIFT FUNCTIONS cont.

- Checks medications and equipment daily to ensure proper control and inventory.
- Lays hose lines, operates nozzles, pumps and hydrants; utilizes fire extinguishers and performs other actions to suppress fire; operates hydraulic, pneumatic, manual and power tools.
- Participates in salvage operation and post fire operations; uses salvage covers, floor runners and other related equipment to reduce property damage from heat, smoke, fire, gases, and water.
- Participates in drills and training evolutions as directed.
- Participates in fire and life safety inspections of commercial and residential properties; checks operating condition of hydrants.
- Cleans and performs general maintenance of fire equipment and fire stations.
- Responds to scenes of accidents or acute illness for which emergency medical care has been requested.
- Required to transfer, lift and move patients while employing appropriate safety and lifting techniques.
- Responds to hazardous materials incidents at an awareness level and responds to other calls for assistance as requested by the public.
- Participates in public education programs in schools, civic groups and other locations as requested.
- Conducts departmental training sessions on topics related to the employee's job functions.
- Utilizes city computer system for patient care documentation, record keeping, pre-incident planning and other job related functions.
- Drives and operates fire apparatus under the direction of the station officer and according to procedures as outlined in Monroe Fire Department SOGs.
- Participates in physical training.

-- Performs related duties as required

CERTIFICATIONS

Firefighter 1 and 2, NIMS 100, 200, 300, 700, and 800 State of Michigan AEMT, have current PALS, ACLS, and CPR for the professional rescuer

40 CREDIT HOURS FROM AN ACCREDITED COLLEGE

KNOWLEDGE, SKILLS, ABILITIES

- Familiarity with existing triage, treatment and patient transport protocols.
- Familiarity with standing orders provided by off-line medical director.
- Proficiency in advanced life support procedures.
- Ability to follow both written and oral communication; ability to communicate in a written and verbal manner; ability to exercise appropriate safety tactics in firefighting and medical emergencies.
- Must be proficient in advanced life support (ALS) skills including but not limited to IV therapy, cardiac monitoring, advanced airway control and a variety of medication therapies.
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm.
- Working knowledge of the goals and objectives of City fire control program; working knowledge of effective techniques and methods of fire suppression and control; working knowledge of effective operation of policies and procedures established for the Fire Department; some knowledge of hazardous substances and their control.
- Skill in the operation of the apparatus to be driven; skill in maintenance of equipment and station; skill in operation of fire and emergency medical service equipment.
- Knowledge of medical terminology.

PHYSICAL CONDITIONS AND NATURE OF WORK

Responds to emergency incidents, fights fires, and utilizes either basic life support (BLS) or advanced life support (ALS) and/or paramedic skills. Uses firefighting equipment, including fire hoses or apparatus at emergency incidents. Assists in advancing hose lines and making hydrant connections. Directs water streams on fires. Administers emergency first aid to injured persons. Operates the following: hydraulic or pneumatic rescue equipment to rescue trapped or endangered persons and to force entry into locked vehicles or structures; fire apparatus during fire suppression activities; and motor vehicles (automobile and fire apparatus) requiring a standard Michigan Driver's License to perform regular and emergency firefighting duties. Uses axes, pry tools, and pike poles to enter vehicles or structures. Uses common hand tools to overhaul a fire scene and perform routine fire apparatus maintenance duties. Performs searches and rescues inside burning buildings. Moves dirt and burned building debris to rescue trapped or endangered persons and to overhaul burned-out structures. Moves heavy objects (up to 185 pounds or more) including 5" fire hoses, EMS equipment, salvage equipment, smoke ejectors, trauma boxes, and body boards for short distances (150 feet or less) with the assistance of an aid,

in performing firefighting and related duties. Ventilates burning buildings by opening windows and holes in roofs and floors. Positions and climbs ladders to gain access to upper building levels. Works in small, cramped areas when rescuing trapped, endangered, or injured people. Digs up ground to fight brush fires and rescue trapped persons from cave-ins. Detects the following: natural gas leaks, traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations. Wears personal protective equipment weighing approximately 70 pounds: in high humidity (up to 100 percent) situations while wearing personal protective equipment that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit);

PHYSICAL CONDITIONS AND NATURE OF WORK CONT.

and relies on self-contained breathing apparatus for respiratory ventilation. Distinguishes colors to identify National Fire Protection Association (NFPA) 704m System (hazardous materials), and fire chemicals by smoke color. Works with cleaning fluids, chemicals, insecticides, and similar solutions using routine and non-routine protective equipment to mitigate hazardous materials incidents. Works in a variety of weather conditions. Cleans and maintains Fire and Medical Department buildings, apparatus, and grounds. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements. This position may require the employee to be awake for 24 hours or more with limited rest.