



**TOWN OF WEST BROOKFIELD**  
**FIRE CHIEF**  
**WEST BROOKFIELD FIRE DEPARTMENT**



**POSITION TITLE: FIRE CHIEF**

**POSITION DESCRIPTION:**

Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Administers and implements the department's budget, standards and policies. Fosters and initiates high standards of performance, training, and morale of subordinates. Commands the Fire Department in its organization and operations

**SUPERVISION RECEIVED:**

Works under the General Guidance and Direction of the Board of Selectman pursuant to M.G.L. c. 48, § 42.

**SUPERVISION EXERCISED:**

Supervises all personnel appointed under the Fire Department, and directs all emergency personnel when responding to emergencies in West Brookfield as the Designated Incident Commander. He or She shall be ready to perform any function or duty required of a Fire Service personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responds as dispatched when called upon and available for emergency and non-emergent requests.
- Call to duty may happen at any time during the week, weekends and holidays and must report if available.
- Will be required to respond in the event of a major incident if available.
- Plans, coordinates, supervises and evaluates fire suppression and prevention operations and activities.
- Responds to alarms and directs or delegates the direction of activities at the scene of emergencies.
- May provide direct fire suppression and carries out all duties in conformance with Federal, State, County and Town laws and ordinances.
- Takes and or delegates the role of Incident Commander when required.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Is appointed as the Fire Warden of West Brookfield or recommends the appointment of an alternate Fire Warden.

- Oversees the Fire Wardens operations if an alternate is appointed.
- Is appointed the Towns Hazardous Waste Coordinator or recommends the appointment of an alternate Hazardous Waste Coordinator.
- Oversees the Towns Hazardous Waste operations if an alternate is appointed.
- Establishes policies and procedures for the Fire Department in order to implement directives.
- Plans and implements programs for the West Brookfield Fire Department in order to better carry out the policies, goals performance and assure effectiveness.
- Formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire Department.
- Directs the implementation of the Departments' budget.
- Plans for and reviews specifications for new or replaced equipment.
- Controls the expenditure of all departmental appropriations.
- Conducts or delegates the inspection of buildings and other properties for fire hazards and enforces Local, State and Federal Fire Prevention Regulations, Fire Codes, Applicable Building Codes, and General Laws of the Commonwealth as a recognized agent of the State Fire Marshal.
- Directs the operation of departmental in-service training activities.
- Handles grievances, maintains Departmental discipline and the conduct and general performance of assigned personnel.
- Prepares and submits monthly reports to the Board of Selectmen regarding the Departments' activities when requested
- Prepares a variety of other reports as appropriate including the annual report of activities.
- Writes reports accurately and in a timely manner all documenting incident data and submits all required state and federal reporting documentation.
- Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Evaluates the need for and implements the purchase of new equipment and supplies.
- Evaluates the performance of subordinate personnel; reviews the evaluations of their subordinate personnel.

#### PERIPHERAL DUTIES:

- Performs the duties of the Incident Commander or other command positions as needed and fulfills obligations during Emergency Operations as they arise
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.
- Attends conferences and meetings in the absents of the Chief to keep abreast of current trends in the field; represents West Brookfield Fire Department in a variety of local, county, state and other meetings.
- Applies Equal Employment Opportunity and principles to all personnel management actions, decisions, and ensures all personnel are treated in a manner free of discrimination.



- Attends additional training and certifications course as required.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- Graduation from high school or GED equivalent.

### TRAINING AND QUALIFICATIONS IN:

- Firefighter I/II
- Fire Officer I
- Fire Officer II
- Instructor
- Hazmat Operations
- Hazmat Incident Command
- All applicable ICS training for Senior Fire Officers
- Desired qualifications in specialized Fire Department Operations and Administration
- (10) Years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire Captain or higher.

*All above can be waved under the discretion of the Board of Selectman*

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess at least 12 years experience in Structural Firefighting.
- Additional Consideration is 10 years experience on the floor as a West Brookfield Fire Department Firefighter Thorough knowledge of modern fire suppression and prevention
- Additional Consideration 8 years experience in a program that provided personnel supervision and management.
- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service operations officer, considerable knowledge of fire suppression and prevention principles, procedures, techniques, and their application, considerable knowledge of other agency operations and protocols
- Emergency medical services principles, procedures, techniques, and equipment with a working knowledge of first aid and resuscitation techniques and their application as demonstrated through M.G.L. c. 111, § 201 State First Responder
- ~~Certification training~~ 105 CMR 171.000 with Preference at the EMT Level
- Must meet and maintain physical standards in accordance with NFPA 1500, 1582 and other appropriate NFPA standards
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition
- Ability to communicate effectively orally and in writing.

- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Ability to follow verbal and written instructions, ability to communicate effectively orally and in writing, ability to establish effective working relationships with Firefighters and supervisors and other agencies and the general public.
- Ability to meet the special requirements listed below.

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as assigned.

#### **SPECIAL REQUIREMENTS:**

- Must be eighteen (18) years of age or older at time of hire.
- Must be a citizen of the United States of America.
- Ability to read and write the English language
- Must live in West Brookfield or within one mile of the West Brookfield boundaries.
- Must be able to pass a complete health screen process including drug and alcohol testing which is provided by the official medical physician of the department before appointment.
- Must possess, or be able to obtain by time of appointment, a valid State Driver's License with a preference of a Commercial Driver's License and endorsements or certification pertaining to Emergency Vehicle operations.
- Must have, and maintain a valid driver's license to operate motor vehicles in Massachusetts
- Subject to CORI Check Criminal Investigation and background check.
- No felony convictions or disqualifying criminal histories within the past seven years;
- Ability to meet Departmental physical standards.

The Chief must maintain all required certification levels according to the AHJ; failure to do so will be subject to dismissal.

#### **TOOLS AND EQUIPMENT USED:**

The appointed Chief must have a working knowledge of the department's emergency fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone. He / She or designee will have at his or her access for immediate response for toned emergencies, Investigations, Inspections, Training, Meetings or for any other departmental business the Fire Department Cruiser/ Incident Command Vehicle. The use of this Vehicle will be limited to when He or She or designee is available for response to situations emergent or none emergent in nature, and will stay within the boundaries of the surrounding mutual aid communities He or She or designee will respond directly too in the event of an emergency or unless on official business of the Department.



## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Fire Chief. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- This position requires above average agility and dexterity. Requires the ability to lift and move heavy objects, such as charged fire hose, fire extinguishers, equipment, and incapacitated persons. Must be able to wear protective equipment, weighing 50-60 pounds or more. Able to climb ladders and work at various heights. Able to handle stress and make quick decisions as a Command Officer.
- Must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

*All or in part above can be waived under the discretion of the Board of Selectmen*

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of Chief. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Chief will be exposed to various fires, hazardous material spills, loud noises, and possible explosions, May be subjected to burns, dehydration and other effects from excessive heat, smoke, heavy protective clothing, falling materials, May be subjected to physical injury and sensory damage from fire fighting activities, Must deal with victims in emergency situations that may be in various stages of fright, panic, injury and shock, May be exposed to infectious or contagious diseases, Subject to hazards while operating or riding on emergency vehicles under adverse conditions, Required to work outside in all types of weather. This work requires the use of protective clothing, such as self contained breathing apparatus, coats, boots, helmets and gloves.

In General Firefighting is hazardous work, involving a high risk of injury or death. In spite of the danger and the pressure they face, The Chief needs to be able to act calmly and deliberately.

The Fire Chief has to manage the people under him or her in emergency situations to do this he or she needs excellent organizational, time management, and stress management skills.

## SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination are all parts of the selection process of the Fire Chief.

NOTE: Appointees will be subject to completion of a standard probationary period of 6 Months.

This Position falls under MGL. Chapter 48: Section 42. *Establishment; appointment of fire chief; compensation; removal; powers and duties*

The examples of duties are intended only as illustrations of the various types of work 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 position.

This Position Description is subject to change by the Board of Selectman or under the recommendation the Fire Chief and the Fire Department and as the needs of the position and requirements of the job change.

Approved by the Board of Selectman:



Signature of the Chairman of the Board of Selectman

Approval Date: 12 November 2013

Revision History:

# Proposed Contract for West Brookfield Fire Chief Fiscal Year 2023

## Exhibit B

### 1. Work Week Attachment

Presently, as the Fire Department Captain, Captain Lapierre was doing Inspections, teaching and preparing all the training, equipment accountability and maintenance, keeping up with department certifications and furthering education, all this is done weekly.

The Fire Chief has his responsibilities of which are depicted in Exhibit A. The West Brookfield Fire Department does not have another individual to take the place of Captain Lapierre for many years with the members presently on the department now.

With all of this information, 19 hours allowed for the Fire Chief is not enough. I am asking to consider 28 hours per week. This will allow for Commercial Inspections, (which haven't been done for over five years) Dumpsters larger than 4 yards to be inspected, (have never been done) continuous grant writing and continue to do what Captain Lapierre has been doing on his weekly schedule. This will allow for more permit money to be deposited back into the general fund and will save the Town more money which is explained in Exhibit C.

Having a Fire Chief present in the community during the day of business hours is a large step towards being present and accounted for. It also allows for some assurance of a firefighter being around during then day when we are at our weakest strength for fire calls.

Proposed Contract for West Brookfield Fire Chief Fiscal Year 2023

Exhibit C

**1. Compensation Attachment**

Current Chief Salary - \$26,439.00

Current Captain Salary - \$13,000.00

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Total = \$39,439.00

Proposed Chiefs Salary \$38,962.56 @ 28 hours per week and \$26.76 per hour, saving \$476.44

Un-proposed Salary \$41,745.60 @30 hours per week and \$26.76 per hour, additional \$2,306.60

**2. Benefits**

The Fire Chief is requesting to be eligible for Health Insurance, presently he pays for 100% out of his pocket.