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MANAGER
Andrew Dymczyk

TO: Township Board

FROM: Andrew Dymczyk, Township Manager 

SUBJECT: Full Time Firefighters

DATE: January 21, 2021

Many concepts and details of current and future fire operations were discussed at the January 11, 2021 Board workshop. One of the takeaways from that meeting was the determination that the three permanent part time firefighter positions should be brought to full time status to better address run volume, response times and response by department staff.

Since 2009, the Fire Department has operated with three permanent part time firefighters. These positions were created at the time to provide additional coverage after a full time employee moved on to other opportunities. The Fire Department has maintained this level of staffing since 2009. Currently, Fire Department staffing includes: one full time Chief, three permanent part time firefighters, 26 paid-on-call firefighters, one part time administrative assistant, one half time fire inspector, one photographer and two auxiliary members.

The 2021 Budget does include full time status for the three permanent part time firefighter positions and a \$150,243 revenue allocation for receipt of a SAFER grant for the promotion of the three permanent part time firefighter positions to full time status. The Township received news late in 2020 that we were not awarded the grant. The SAFER grant is program to assist fire departments with financial assistance to hire full time firefighters. The goal of the grant is to improve fire department staffing levels to ensure that an adequate number of personnel respond and perform safely at incident scenes. Moving forward with full time status without the receiving the SAFER grant would reduce the year end projected 2021 General Fund Budget surplus from \$170,701 to \$20,458.

I would recommend offering Engineer Chris Dick, Capt. Tom Stone and Lt. Mike Bush a promotion from the position of permanent part time firefighter to full time firefighter with a tentative start date of February 1, 2021. I would also recommend approval of the changes to the firefighter job description.

Attached is a copy of the firefighter job description and 2021 wage scale.

STRATEGIC PLAN:

Strategic: Fiscal and Organizational Excellence

Strategies: Maintain sound fiscal policies and budgets that allow the Township to address service needs and maintain community quality.

Strategic: Fiscal and Organizational Excellence

Strategies: Enhance Township services, giving consideration to the latest technology and best practices

SUGGESTED ACTION:

1. Adopt the job description for the position of Firefighter
2. Authorize the Manager's Office to offer Chris Dick, Tom Stone and Mike Bush a promotion to the position of full time firefighter at their current wage step and grade with a tentative start date February 1, 2021.

**DEWITT CHARTER TOWNSHIP
JOB DESCRIPTION**

FIREFIGHTER

Supervised By: Fire Chief or designated command officer
Supervises: As assigned by the Fire Chief

Position Summary:

Under the direct supervision of the Fire Chief or a designated command officer, participates in fire suppression, hazardous materials mitigation, fire prevention, emergency aid, basic emergency medical support, and general rescue activities. Maintains fire, emergency, and rescue equipment, apparatus, and facilities, and performs all other assigned tasks.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of which the employee may be expected to perform. To perform this job successfully, an individual must demonstrate the ability to perform each essential function satisfactorily.

1. Responds to fire, rescue, medical calls and other emergencies. Participates in fire containment and suppression, auto extrication and other rescue activities. Operates a wide range of firefighting and rescue equipment, apparatus, tools, vehicles and other items utilized in the line of duty.
2. Responds to emergency medical calls on a call-out basis. Employs life-saving techniques at a Medical First Response support level, and assists the transport ambulance provider in preparing and loading patients for transport to the appropriate medical facility for continuing treatment.
3. Maintains facilities and firefighting and rescue equipment and apparatus in a ready status at all times. Completes standard preventive maintenance duties according to established schedules and maintains related records.
4. Assists in the maintenance of fire station facilities and grounds to ensure compliance with departmental standards. Completes custodial and housekeeping duties, and participates in facility maintenance projects.
5. Performs ongoing maintenance and repairs to emergency vehicles and assigned personal protection equipment.
6. Accurately and appropriately documents all emergency aid activity, as required by law and state, county and departmental protocols.
7. Participates in training programs and drills, and attends staff meetings. Receives training in assigned areas of responsibility, including emergency medical, multiple casualty incidents, fire responder and related subjects. May be assigned to lead training exercises, or coordinate training activities.

8. Stays informed on modern firefighting methods and current issues through continued training and professional growth. Maintains cooperative relations with other Township departments and internal departmental personnel. Attends workshops, and training sessions as directed.
9. ~~Conducts fire inspections, develops emergency pre-plans and p~~Performs other fire prevention activities designed to lessen fire and emergency risk.
10. Assists in the development and delivery of public education programs as directed by the Fire Chief.
11. May be assigned to particular duties by the Fire Chief such as vehicle maintenance oversight, inventory and maintenance of medical or other supplies, safety training and documentation, grant writing or other support activities.
12. May serve as a liaison to other agencies or service providers as directed and assigned by the Fire Chief.
13. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Paid-on-call Firefighter(s): Completion of at least one year as a Firefighter Trainee with DeWitt Township Fire Department. Full time Firefighter(s): Completion of at least two years as a Firefighter with DeWitt Township Fire Department or similar relevant employment experience.
- Michigan Firefighters Training Council Certification as a Firefighter I and II.
- Tri-County Protocol Certification.
- State of Michigan Vehicle Operator's License and Driver Certification through the Michigan Firefighters Training Council.
- Certification as a Medical First Responder.
- Completion of Hazmat First Responder Awareness (FRA) and Hazmat First Responder Operations (FRO)
- Knowledge of the principles, practices and techniques used in fire suppression, prevention and rescue operations and associated safety procedures.

- Knowledge of first responder techniques such as resuscitation and basic life support procedures and practices.
- Knowledge of fire codes and other laws and regulations governing fire prevention.
- Skill in the operation and maintenance of an array of firefighting and medical responder tools, equipment and apparatus, and other items utilized in the line of duty.
- Ability to adhere to an established command structure in standard and emergency situations and the ability to work effectively under stress in emergency conditions.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other personnel and the public.
- Ability to work alternate shift schedules, including weekends and holidays as assigned.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with applicable software applications such as word processing and specialized department software, as well as email/internet/world wide web.
- Familiarity with streets and roads within the Township.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee's environment can range from a fire house setting to highly dangerous medical extraction or fire suppression situations. Physical demands, therefore, range from sitting in an office or vehicle to the potentially enormous physical exertion associated with firefighting. While in the fire house, the employee is frequently required to communicate verbally in person and by telephone, write and read and utilize manual dexterity in performing maintenance tasks. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While firefighting or providing medical service, the employee is required to travel to other locations, stand, walk, run, climb, stoop, kneel, crouch, crawl, and occasionally lift or move up to 180 pounds.

While at fire scenes, the employee may be exposed to extreme heat, chemicals, fumes, airborne particles, vibration, moving mechanical parts, and adverse weather conditions. The noise level in the work environment is usually quiet in the fire house, but may become extremely loud in the field.

Adopted by DeWitt Charter Township Board on ~~April 24, 2017~~ January 25, 2021.

DeWitt Charter Township
2021 Wage Schedule - effective January 1, 2021
Classification and Wage Scale

% Increase 1.0300

Grade	Steps								
	1	2	3	4	5	6	7	8	9
1	12.18	12.63	13.10	13.55	14.01	14.46	14.93	15.39	15.84
2	15.47	16.05	16.63	17.21	17.79	18.37	18.96	19.53	20.11
3	17.11	17.76	18.40	19.04	19.68	20.32	20.97	21.61	22.24
4	17.98	18.65	19.33	20.01	20.69	21.36	22.04	22.72	23.38
5	20.50	21.27	22.04	22.81	23.58	24.35	25.12	25.89	26.65
6	21.53	22.33	23.14	23.94	24.75	25.55	26.36	27.16	27.98
7	23.03	23.90	24.76	25.62	26.49	27.35	28.21	29.08	29.94
8*	59,483.95	61,714.73	63,945.51	66,175.13	68,405.91	70,636.69	72,867.46	75,097.08	77,327.86
9*	66,621.05	69,119.15	71,618.41	74,116.51	76,614.61	79,112.71	81,611.98	84,110.08	86,608.18
9A**	32.03	33.23	34.43	35.63	36.83	38.03	39.24	40.44	41.64
10*	70,619.18	73,267.86	75,915.38	78,564.07	81,211.58	83,860.27	86,507.79	89,156.48	91,803.99

Ass't Chief	3416.17	yearly	Fire Photographer	15.98
Captains (2)	2733.46	yearly	Fire Marshal	20.79
Lieutenants (3)	2049.46	yearly	Fire Support Staff	10.13

Trainee	10.10
Trainee with Medical License only	11.37
Trainee with Fire Fighter I & II only	11.37
Trainee with Medical License and Fire Fighter I & II	12.63
Regular rate with Medical License only	17.14
Regular rate with Fire Fighter I & II only	17.14
Regular rate with Medical License and Fire Fighter I & II	19.03
Training Pay	12.20

Grade	Position
1	Police Department Assistant
2	Admin Assistant I
3	Maintenance Worker, Firefighter
4	Admin Assistant II, Fire Inspector, Code Enforcement
5	Deputy Clerk & Treasurer, Maintenance Supervisor
6	Assistant Assessor
7	Assistant to the Township Manager, Planner
8	Deputy Building Official
9	Assessor, Community Dev., Ass't Manager
10	Fire Chief, Chief of Police, Chief Building Official

*Exempt

**Non Exempt/Hourly