



STRATEGIC PLAN 2020

York County Fire & EMS Assistance Office

Mission

In furthering the mission of York County government, the Fire and EMS Assistance Office is a coordinated, cost-effective organization committed to enhancing the quality of life through a collaborative, regional approach to delivery of fire protection, technical rescue and emergency medical services that aid, protect and support our residents and visitors.

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County of York
Emergency Management Agency
Office of Fire & EMS Assistance
149 Jordan Springs Road
Alfred, ME 04002



February 6, 2020

2020
STRATEGIC PLAN
for the
YORK COUNTY
OFFICE OF FIRE AND EMERGENCY MEDICAL SERVICES ASSISTANCE.

The strategic plan is organized into 3 parts. Part 1; Current Situation, presents generalized topics relating to personnel, logistics and budgeting of the current programs assigned to this office. Part 2; is subdivided into 4 areas, A) Immediate needs, next 2-months. B) Short term goals next 3-5 months. C) Short term goals next 6-9 months. D) Long Term 1-5 years out. Part 3 lists enclosures. Enclosure (1) is a modernized pay plan that will apply to each of the “call force style” teams. The remaining enclosures provide more detail on how various programs or services will be organized administratively and operationally. Job descriptions are provided for each position required within that program or service.

In most cases, staffing positions required are being requested as reserve employees. They will be managed and deployed as a call force or volunteer style fire service organization. A rank structure will be developed to provide for leadership, accountability, good order and discipline within the organization.

Our Human Resources Manual defines reserve employees as; “*A reserve employee is one who does not have a definite schedule of regular hours and whose employment is based upon need and not work schedule with the understanding the need for reserve work is usually intermittent in nature. Reserve employees are not eligible to use and have no recourse in the complaint procedure of this personnel policy except for complaints of harassment, discrimination, retaliation or other allegedly unlawful conduct and/or otherwise provide by Federal/State Law.*”

(page 24, Human Resource Policy Manual for York County, Maine, adopted 12/4/2013.)

- Enclosure (1) Pay Plan
- Enclosure (2) HAZ MAT Team & Job descriptions
- Enclosure (3) YFSP & JD
- Enclosure (4) Fire Investigation Team
- Enclosure (5) Fire Instructor Cadre
- Enclosure (6) Plans Review
- Enclosure (7) Community Risk Reduction
- Enclosure (8) Org chart
- Enclosure (9) 2019 Youth Fire Safety Program Report





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Part 1
CURRENT SITUATION

(A) HAZARDOUS MATERIALS RESPONSE TEAM

1.1) Hazardous Materials Response Team (HAZMAT Team). Under a Memorandum of Agreement (MOA) with the Maine Emergency Management Agency (MEMA), York County agrees to maintain a Decontamination Strike Team (DST).

Mission: The MOA is not specific on the actual mission of a DST. The list of equipment provided to a DST by MEMA does equip the team to perform as a Type 3 Hazardous Materials Response Team (HMRT). A Type 3 HMRT, as defined by the Federal Emergency Management Agency (FEMA), should be able to:

-*Field Testing:* Perform presumptive testing, identify and classify known chemicals.

-*Air Monitoring:* Detect presence of known gases or vapors. Monitor for oxygen deficiencies, flammable lower explosive limits, carbon monoxide, hydrogen sulfide.

-*Sampling:* For known toxic industrial chemicals or materials, perform standardized sampling, collection, containerization, labeling and preparation for transportation.

-*Substance Detection:* Operate and interpret chemical testing kits, multi-gas meters, photoionization detectors (PID) and radiological detection instruments. As a minimum.

-*Radiation Detection:* Accurately interpret readings from beta and gamma radiation detection instruments. Conduct geographical surveys and search for suspected radiological sources or contamination spread.

-*Technical Reference:* Ability to access and use various databases, guidelines and chemical data repositories.

-*Incident Stabilization:* Use mechanical means of intervention and product control such as, plugging, patching, off-loading, absorption of a known chemical.

-*Decontamination:* Ability to conduct and support all team, casualty and other public safety decontamination needs.

Current Mission Situation: Our ability to meet our mission is marginal. Readiness of staff and maintenance of equipment is a concern. Both topics are addressed below.

1.1.1) Personnel: The Team is staffed with volunteers, paid by stipend. Some team members are affiliated with a local fire department, others are from private industry. Recruiting and retaining staff for a volunteer emergency service organization is challenging.





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Staffing: As outlined in the MOA, a DST must consist of 20 active members. DST managers are responsible to ensure team members are properly trained and qualified to fulfill the Team's mission. The MOA provides a general list of training requirements. A FEMA Type 3 team should be staffed to assemble an 8-person team. Teams should be comprised of eight HAZMAT Technicians. Of those 8 technicians, additional skills relative to HAZMAT response must be present. Those skills are Team Leader, Reference Specialist and Safety Officer.

Training: HAZMAT Responders are trained in three levels. Awareness, Operations and Technician. Training qualifications for each level are provided in National Fire Protection Association (NFPA) Standard 1072/*Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications*. In Maine, Operations Level training is provided through the Firefighter I qualification program. In York County, most Firefighters are trained to the Operations Level.

Technician Level qualification is obtained by successfully completing the HAZMAT Technical Initial Course. This is a 40-hour course provided randomly in Maine. Maine Bureau of Labor Standards (BLS) in their Compliance Directive #21-06, requires HAZMAT responders to receive annual refresher training of sufficient content and duration to maintain competency. Funding for these initial and refresher classes is usually provided by the State Emergency Response Commission (SERC).

Compensation: Personnel are considered volunteers and paid by a stipend. The County provides funding for the stipends.

Medical: Technician level personnel must have an initial base-line medical examination, then a medical examination annually to maintain certification. Annual respirator use clearance is required for all personnel who may be required to wear a respirator. Respirator clearance may require a medical examination. This is a requirement of Title 29 CFR 1910.120, BLS Compliance Directive 21-06 and NFPA 475/*Recommended Practice for Organizing, Managing, and Sustaining a Hazardous Materials/Weapons of Mass Destruction Response Program*.

Current Staffing Situation: As of 1/31/2020, there are 18-people listed on the roster for our DST. Of that 18, seven are trained to the technician level. Of that seven, only 4 are medically cleared. Five members have been on the team less than 5-months. Two of those 5 are scheduled for a technician level course in March. Another five are not active. Out of 18 people, 4 are certified, 4 are in training, 10 are either not medically cleared, are in a support role, or are non-participating. Job descriptions for team positions do not exist. The compensation plan is antiquated. A training, certification/re-certification and professional development plan needs to be created. The team lacks an internal organizational structure. The Team Chief position is vacant.





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1.1.2) Logistics: In our MOA with MEMA, MEMA is to provide the necessary equipment to allow the team to fulfill its mission. A standard DST equipment list is provided in the MOA. The County has obtained some additional equipment on its own initiative.

Maintenance: The DST is responsible for safe storage, use and maintenance of the equipment provided. MEMA does retain ownership of the equipment provided.

Equipment: Equipment listed in the MOA Annex (B) is provided and inventoried regularly.

Vehicles: Winter storage for the HAZMAT truck has been provided by Maine Industrial Supply Company from December to February. From February to April, the Town of York's Public Works Department is storing the vehicle. The ¾ ton pick-up is assigned to the Chief Fire Administrator.

Communications and Alerting: The Team is alerted for a call-out via the Sanford Regional Communications Center (SRCC). SRCC will alert the team via text on the I Am Responding app.

Capital Planning: To the best of my knowledge, there does not appear to be capital replacement plan in place. A comprehensive capital replacement plan needs to be implemented and funded.

Current Logistics Situation: Much of our equipment needs proper regular maintenance and calibration. Several critical items have passed expiration. Replacements have been ordered. Storage of the Team vehicle is an on-going issue. Ease of access to the vehicle and its onboard equipment is often cumbersome, especially during the winter months. This hinders training and maintenance. Accurate inventories and maintenance tracking (IE: life cycle support) is adequate, but not efficient. Personal Protective Equipment (PPE) for complicated operations that require Class B encapsulated suites, self-contained breathing apparatus (SCBA) is provided. PPE for less complicated operations or situation assessment is not provided for our team members. Equipment such as gas meters, SCBA, air sampling/monitoring gear is nearing obsolescence.

1.1.3) Budget: Compensation for the DST is funded by the County at \$25,000.00 per year. This funding is used to pay stipends. 50% of this is reimbursable from MEMA.

Funding for personnel medical examinations is provided for in the EMA budget at \$7,000.00 annually. These medical examinations are required by Maine Bureau of Labor Standards Compliance Directive 21-06 and Title 29 CFR 1910.120.

The State Emergency Response Commission (SERC) provides \$5,000.00 for equipment maintenance. The EMA budget supplements maintenance funding. SERC also provides funding for training on an as requested/as available basis. Training is also available via some Federal agencies.





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(B) YOUTH FIRE SAFETY PROGRAM

1.2) Youth Fire Safety Program (YFSP).

Mission: To minimize the probability of unfortunate events in the communities of York County resulting from the dangers of youth firesetting. Through collaboration, assessment, intervention and education apply the resources necessary to prevent the occurrence, re-occurrence and/or impact of unfortunate events. The YFSP is a partnership between local public and private partners who are working together for the safety of York County communities. It is important to note that the YFSP is an educational program and not a clinical or counselling program.

1.2.1) Personnel.

Staffing: Staffed with two part-time employees.

Training: These employees are trained as Juvenile Firesetter Intervention Specialists and have professional backgrounds in education, social work and/or fire safety.

Compensation: Each employee is paid hourly. Timecards are maintained via the Kronos system.

Current Staffing Situation: Current staffing situation is adequate. Both employees are enrolled in an upcoming Fire & Life Safety Educator I course. This course will lead to national certification to NFPA standard 1035/*Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications*. Research is being conducted to provide more advanced training and professional development opportunities. Job descriptions for these positions are being developed.

1.2.2) Referral Process, Case Load and Resources. Community awareness of the process to refer at risk youth to this program has improved. Continual efforts are being made to ensure the referral process is well advertised. This is being accomplished through social media, outreach programs and recently the establishment of a referral site on the County's webpage. www.yorkcountymaine.gov/fire-5 Case load is manageable. More detail is available in the 2019 Program Report (Enclosure (9)). Resources available through the District Attorney's Office, Sheriff's Office, local fire and police departments and other partnering agencies has been superb. Development of a program manual outlining program procedures, guidelines, roles and mission has been developed. Review of this manual by legal council is needed ensure compliance. Review of curriculum by a professional educator is necessary to ensure curriculum is current and adequate for various age groups.

1.2.3) Budget: Funded by the County at \$31,998 annually.





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**(C) CHIEF FIRE ADMINISTRATOR,
OFFICE of FIRE and EMERGENCY MEDICAL SERVICES ASSISTANCE.**

1.3) Office of Fire and Emergency Medical Services Assistance.

This office was established as a branch of the Emergency Management Agency under the oversight of the Emergency Management Director, on October 14, 2019. Headed by the County Chief Fire Administrator, this office manages the HAZMAT Team and the Youth Fire Safety Program. Additionally, this office conducts outreach to local fire chiefs and EMS directors to determine common needs and develop collaborative solutions.

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1.3.1) Personnel.

Staffing: One employee.

Training: The County Fire Administrator is national pro board certified as a; Fire Officer IV to NFPA standard 1021/*Standard for Fire Officer Professional Qualifications*, Fire Inspector I to NFPA standard 1031/*Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, Fire Instructor I to NFPA standard 1041/*Standard for Fire Service Instructor Professional Qualifications*, Firefighter II to NFPA standard 1001/*Standard for Fire Fighter Professional Qualifications* and is a Maine Licensed Basic Emergency Medical Technician. He is a graduate of various National Fire Academy programs and has professional experience as a municipal fire chief.

Compensation: Salaried.

Current Staffing Situation: The current staffing situation is adequate. A professional development program is needed. Review and update of the job description may be necessary.

1.3.2) Outreach, Liaison, Marketing.

On October 25, 2019, an email was sent to all Fire Chiefs in York County explaining the role of the Chief Fire Administrator. Visits have been made to the County's Fire Chiefs to discuss this role and service needs within the County.

Surveys: County Fire Chiefs have been surveyed to gain input on the role of this office. Surveys conducted have been:





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-Needs Assessment. The survey identified priority for; (1) A standardized county-wide training schedule, (2) Development of Strike Teams and Task Forces and (3) Group Purchasing Options.

-Group Purchasing Items. This survey identified quantities and items desired for group purchasing. This information will be used to develop requests for proposal. A group subscription to the I Am Responding app has been secured and will take effect on July 1, 2020. I Am Responding is an incident alerting application used by 25 of the County's fire & EMS agencies. This group subscription will save each subscriber approximately \$200 per year.

Southern Maine Community College: The County Fire Administrator represents York County on several boards and panels at SMCC. (1) Fire Science Advisory Board. (2) Executive Board-Fire Science/EMS Student Live-in Program (Term ended January 2020), Chairman-Military Veterans to Firefighter Internship Program, Fire 215/260 Leadership course Student Review Panel.

York County Chiefs Association: The County Fire Administrator is the immediate past president of the YCCA and currently serves as that group's treasurer. The YCCA, sponsors several programs and initiatives within the County. Such as the Fall Fire & EMS School in September, which just held its 47th annual school. The Firefighter I and II Academy which runs from January to June. This is the longest continually run academy of its type in Maine. In concert with the Presumpscot River Valley Fire Association, the YCCA co-sponsors the Fire Officer I and II Academy.

Emergency Medical Services Training: Partnering with Atlantic Partners to develop a recurring schedule of regular EMS classes at the EMA Building in Alfred. Courses that will assist EMT's at all license levels with keeping EMT licenses current. The goal is to have the schedule in place by June 1, 2020. For initial training courses required to earn licensure we will continue to work with Southern Maine Community College. Other training and education options through United Ambulance Service are being explored.

Firefighter Training: Development of a "Firefighter Training Continuum" is underway. The goal is to develop a program of training and professional development from recruit through chief. Partnering with the Maine Fire Service Institute, Sanford Adult Education (Anderson Learning Center), York County Chiefs' Association and local fire departments to organize and deliver continuing education for Firefighters.

1.3.3) Budget.

Budget: No budget currently exists. This office is funded as part of the Emergency Management Agency. However, no additional funding was provided to EMA.

Grants: Grant applications are being prepared. Grant sources being considered are FEMA's Assistance to Firefighter Grants, Firehouse Subs Grant Program and others.





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1.4) Upcoming Training Events.

January-June: Firefighter I and II Course. (NFPA 1001)

This course is being delivered in concert with York County Fire Chiefs Association and Maine Fire Service Training Institute.

January-April: Fire Officer I and II Course. (NFPA 1041)

This course is being delivered in concert with York County Fire Chiefs Association, Maine Fire Service Institute and Presumpscot Valley Fire Association.

February & March: Propane for Firefighters. Residential and commercial.

This course is being delivered in concert with Propane Association of New England, Kennebunk and Waterboro Fire Depts.

March – May: Fire & Life Safety Educator I Course. (NFPA 1033)

This course is being delivered in concert with York County Youth Fire Safety Program, Pine Tree Burn Council, Maine Fire Service Institute.

June: Date & Location TBD. Fire Programs Graduation Ceremony.

June – January: EMT licensure continuing education classes offered each month.

These class are being delivered in concert with Atlantic Partners EMS.

September-November: Fire Instructor II Course. (NFPA 1021)

This class in being delivered in concert with Sanford Adult Education and Maine Fire Service Institute.

September: HAZMAT Technician Course (NFPA 1072).





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Part 2. STRATEGIC GOALS

(A) IMMEDIATE NEEDS: NEXT TWO MONTHS

2.1) Immediate Needs. These items require action within the next two months, on or about April 1, 2020, in order to improve readiness and set the groundwork for future objectives.

2.1.1) Personnel Matters.

Classification: Classify current and future call force style employees of the Fire & EMS Assistance Office as “Reserve Employees” as defined on page 24 of the Human Resources Manual.

Job Descriptions: Implement job descriptions for existing HAZMAT Team positions, YFSP positions and for future fire instructor and fire investigator positions. Proposed job descriptions are attached as Enclosures to this document.

Compensation/Pay Plan: Implement a revised pay plan. Compensation for reserve and call force style employees needs to be modernized. A standard pay plan needs to be approved that applies to the HAZMAT Team and any similar teams established in the future. For the HAZMAT Team, the current amounts budgeted can be arranged to implement a structured pay plan. Pay Plan proposal is attached as Enclosure (1).

HAZMAT Team Internal Organization: Re-organized the HAZMAT Team in similar fashion to a volunteer or call fire department. Establish a rank structure and chain of command for proper delegation of task responsibilities, administrative matters, personnel management and accountability. Leadership positions are outlined in the proposed job descriptions attached in [Enclosure \(2\)](#).

Youth Fire Safety Program: [Enclosure \(3\)](#) provides organizational information regarding the YFSP, along with job descriptions.

Future Programs: Enclosures [\(4\)](#), [\(5\)](#) [\(6\)](#) and [\(7\)](#) provide organizational information for the organization of proposed programs, along with job descriptions.

Recruitment: Initiate a recruitment campaign for a HAZMAT Team Chief and for new HAZMAT Team members.





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Rank and Organizational Structure: Implement a rank and organizational structure traditional to fire service organizations. This will provide for a chain of command, delineate delegation of authorities and create organizational structure.

Training: Develop and implement a training and professional development plan for employees assigned. For call force style teams, schedule training, meetings, details, etc. to be more accommodating to personal work schedules. Development of such training schedules is in progress. Appoint a Training Officer to oversee and execute a training plan for the HAZMAT team.

Records: Begin utilization of the Image Trend software provided by the Maine EMS Bureau and the State Fire Marshall's Office for incident reporting and personnel training and attendance tracking. This initiative is underway.

(Note: "Call Force Style" means employees who are called upon intermittently for short durations for a specific need. This is the same manor that call, volunteer or combination fire departments in the County operate.)

2.1.2) Logistics.

Inventory and Maintenance: A more accurate inventory and tracking system for HAZMAT team equipment is needed. The WASP Inventory Control program recently purchased by the Facilities Department, is being utilized for this purpose. Scheduling, tracking and assignment of responsibility for maintenance requirements need to be refined. Appoint an Equipment Officer to oversee equipment readiness and maintenance.

Gas Detection Meters: Repair and calibration of existing gas detection meters in needed. Meters are in various states of condition. Replacement and upgrade of calibration and charging station is being explored.

Personal Protective Equipment (PPE): Obtain PPE that suitable for multi-mission use. Such PPE would meet NFPA 1951/*Protective Ensembles for Technical Rescue Incidents* is suitable for general use by HAZMAT team members and fire investigators. PPE for fire instructors will have to meet NFPA standard 1971/*Protective Ensembles for Structural and Proximity Firefighting*. for multi-mission use.

Vehicle Storage: Permanent in-door, all weather, storage for assigned vehicles. Completion of the EMA garage project is highly anticipated.

Budget: Prepare a budget proposal for FY 2021. Covering personnel, operations and capital.





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(B) NEAR TERM GOALS: Next 3-5 Months.

2.2) Objectives over the next 3-5 Months.

HAZMAT Team:

- Implement an organizational structure. Appoint a appoint team chief and command staff.
- Implement inventory, training and maintenance plans.
- Plan gas meter upgrades.

Youth Fire Safety Program.

- Legal review of program procedures manual.
- Educational review of curriculum.
- Implement a professional development for program staff.
- Prepare draft documents for organizing a formal community risk reduction program.

Provide regular scheduled EMS re-certification classes.

- EMS classes are scheduled for a June 2020 start.

Records Management.

- Continue to implement and refine use of Image Trend software.
- Continue to implement and refine use of the Asset Cloud software for inventory control.

Establishment of a Fire Investigations Team.

In Maine, by law, the State Fire Marshal is only required to investigate arson, explosions, fire resulting in personal injury and any fire believed to be suspicious of criminal activity. By Maine law, the municipal fire chief is responsible to investigate the origin and cause of all fires. This can become a difficult task for many small fire departments. Fire origin and cause determination is a perishable skill. The frequency of fires is low. Opportunities locally, may not exist on a basis frequent enough to keep these skills sharp. However, broadening the experience from a local level to a county-wide opportunity, may provide the necessary experiences to keep investigative skills current.

Such a team would be organized similar in a call force style. A group of 12-15 Fire Investigators would be on reserve staff to investigate fire origin and cause around the County when called upon by a local fire chief. This team would also augment state fire investigators.

Training for such a team is available through the State Fire Marshall's Office and Maine Fire Service Institute. In June 2019, a Fire Investigator's course was held at York County Community College.





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Anticipated cost of such a group is estimated at: \$15,500.00 Salaries

\$20,000.00 Equipment* (one-time)

\$ 6,500.00 Operations

*Potential grant opportunities are available to assist with equipment and startup costs.

See **Enclosure (4)** to this document for an organization outline for such a Fire Investigations Team.

(C) SHORT TERM GOALS: Next 6-9 Months.

2.3) Objectives over the next 6-9 months.

Establish Fire Instructor Cadre.

The Maine Fire Service Institute (MFSI), a branch of Southern Maine Community College, is by statute the state fire training agency. It is responsible for firefighter and certification statewide. MFSI provides standardized curriculum, training props and other logistical support. MFSI conducts practical and written certification exams to the National Pro Board Accredited Certification. These examinations certify our firefighters, fire officers and fire instructors to professional standards established by the National Fire Protection Association (NFPA).

Southern Maine Community College does provide fire and EMS courses as part of their degree programs. These courses are geared for the traditional college student.

The York County Fire Instructor Cadre would deliver firefighter and technical rescue courses for skills qualification and continuing education. While these courses will have traditional classroom time they rely more on experiential learning.

The York County Chief Association has provided an annual fire academy and the fall 2-day fire school, fire departments are on their own to provide training classes. MSFI does assist in that endeavor. Firefighter training and certification is becoming, out of necessity, more detailed, advanced and more diverse. Firefighting is a high-risk vocation or avocation. Likewise, firefighter training is a high-risk activity. Training supervision, facilities, props and instructor educational requirements adds to the costs and complexity of firefighter training. With the decline in fire department membership, it is more difficult for local departments to provide safe, quality training opportunities.

Establishment of a core group of fire instructors to conduct training around the county and augment state fire instructors. Maintain a group of 20-25 certified fire instructors to provide regular training and education programs within the County.





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Anticipated cost of such a group is estimated at: \$18,000.00 Salaries.

\$52,500.00 Equipment* (one-time).
\$ 8,500.00 Operations

Potential revenue received via course tuition is estimated at: \$25,000.00

*Possibility exists for FEMA/AFG grant funding for equipment and other startup costs. Worker's Compensations Insurance and Liability Insurance costs need to be considered.

See **Enclosure (5)** to this document for an organization outline for a Fire Instructor Cadre.

Firefighter Training Continuum.

Develop a “recruit to chief” training pathway. Building on existing programs and utilizing a new Fire Instructor Cadre, provide on a predictable and regular schedule certification classes and professional development opportunities for firefighters in York County. The program would be in partnership with York County Chiefs’ Association, EMS Region 1 (Atlantic Partners EMS) and the Maine Fire Service Institute. Some of the costs associated with course delivery may be offset by tuition fees.

Special Operations Group

Consolidate existing technical rescue capabilities around the county into one central coordinating group. Capabilities such as HAZMAT Response, Rope Rescue, Water/Ice Rescue, High Angle Rescue, Below Grade Rescue and other technical rescue disciplines. The Special Operations Group would coordinate training, equipment purchasing and standardize operations. These technical rescue capabilities are low frequency/high impact events that would be better served in a group/regional effort.

Plans Examiner/Reviewer.

The State Fire Marshall (SFM) provides nearly all plans review for building projects state-wide. The plans review process ensures compliance with fire and life safety codes. Maine law does allow for municipalities to conduct their own plans review. In York County, only two communities are currently doing their own plans review.

This program would have to operate within an agreement with the State Fire Marshall and with municipalities desiring to utilize this service. This service could improve the turn-around time for plan approval by 2-4 weeks. Plans review fees may be charged so long as fees conform to state statutes. Fees are charged at four cents per square footage of the project with one cent being submitted to the ME Dept of Public Safety. Revenue generated must be used to offset cost associated with plans review. MSRA Title 25, Part 6, Chapter 317, Sections 2448 – 2450, refers.





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Anticipated costs of a Plans Reviewer:	\$58,000.00 salaries/one FTE.
	\$25,000.00 benefits
	\$15,000.00 Equipment (one time)
	\$ 5,000.00 Operations

Possibility exists for FEMA/AFG grant funding for personnel, equipment and other startup costs.

This program could possibly begin with a part-time Examiner.

Potential exists for this to produce self-sustaining revenue.

Worker's Compensations Insurance and Liability Insurance costs need to be considered.

(D) LONG TERM GOALS: 1-2 years.

2.4) Objectives over the next 1-2 years

Establish a County Fire Marshall and Community Risk Reduction Program.

Community Risk Reduction (CRR) is the identification and prioritization of risks, threats and hazards followed by the implementation and evaluation of strategies to lessen their impact. NFPA Standard 1300/*Standard on Community Risk Assessment and Community Risk Reduction Plan Development*, provides guidance managing CRR programs.

A County Fire Marshall (CFM) would oversee community risk reduction programs such as.

As part of our Community Risk Reduction Program, we would conduct fire and life safety hazard/risk assessments and work with local fire departments to mitigate or manage these risks. See [Enclosure \(7\)](#) for more details.

-Plans Review: The Plans Review process would be a part of the CRR program.

-Fire & Life Safety Inspections: Follow-up on the plans review process requires inspections of such properties and projects. The State Fire Marshall's Office does conduct inspections on some projects and buildings. However, not all are covered. A County Fire Marshall would perform inspections as a part of the plans review process. Other duties of municipal fire inspectors could be performed by the CFM, on an agreement with local municipal officials.





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-Public Education Programs: Our current Youth Fire Safety Program would become a CRR program. Development of other programs to serve at-risk members of our County would be part of our CRR program. Such at-risk groups are special needs and the elderly.

-Funding: Several sources may be leveraged to fund this initiative. Fees charged for plans review, FEMA/AFG grants, subscriptions from participating municipalities, among others.

2.5) Long Term Planning.

Develop a comprehensive capital improvement, equipment replacement and professional development plan.

2.6) Legislation.

Prepare legislation to establish in statute, County Fire Administrators and County Fire Authorities. This legislation should allow the respective County Commissions to decide if fire administer/fire authorities are suitable for their County. Such legislation should define the roles, responsibilities, relationship, services provided and authority of a County Fire Administrator and a County Fire Authority.

(D) LONG TERM GOALS: 3-5 years.

3.5) Objectives over the next 3-5 Years.

Paramedic Intercept Service. (Also known as a Paramedic Fly Car.)

Concept: two paramedics are on duty at a central location. These paramedics are equipped with a vehicle and the necessary equipment and medications. Paramedics are dispatched to a municipality along with that Town's basic EMT ambulance for calls that may require paramedic skills. Town ambulance services may request the paramedic as their patient's needs dictate. The municipal ambulance will take the paramedic on board their ambulance during transport to the hospital.

Benefit: Paramedic training is extensive and costly. Paramedic skills are perishable. Not every municipal ambulance needs to have a paramedic on-duty. Not every EMS call requires paramedic skills. The paramedic intercept service would ensure these skills are available to municipal EMS agencies when required.

Funding: Several sources may be leveraged to fund this initiative. Fees charged for services rendered (reimbursable via health insurance), grants, subscriptions from participating municipalities among others.

Cooperative Fire Station Staffing.

Concept: The County hires firefighter/EMT's to staff municipal fire stations. These Firefighter/EMTs are employees of the County. These county employees are then detailed to specific





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fire stations for duty. Supervised, utilized and deployed by the municipal fire chief. The County oversees all the human resource matters, discipline, worker's compensation, professional development, pay & benefits, etc.

Benefit: Small communities are not able to pay a competitive wage and benefits to fill positions on a full-time basis. Small towns are resorting to hire on a per diem basis. This is causing municipalities to unwittingly compete to hire qualified firefighters, EMTs and paramedics. The pool of qualified talent is shrinking. In many cases the number of hours these per diem employees are working is becoming dangerous. Those towns that do hire full-time firefighter/EMTs are simply a training ground or steppingstone to the larger city fire departments. Cooperative staffing would allow small communities to share the cost of full-time employees while benefiting from the group purchasing power of county government.

Funding: Several sources methods may be used to fund this initiative. In some cases, this funding is already present in some municipalities. However, there may be methods available to be more efficient with these funds. One recommendation is to use a three-part funding formula. Using these three elements; a Town's valuation, number of Fire & EMS incidents and number of tax bills to determine the percentage of the total budget each participating municipality provides. This formula is used by Lyman and Dayton to fund the Goodwin's Mills Fire-Rescue. A variant of this formula is used by the State of Florida to fund its county fire districts.

EMS Continual Quality Improvement and Medical Direction.

Rules of the Maine Emergency Medical Services Bureau require EMS services to have in place a continuous quality improvement (CQI) program. The goal of a CQI program is to improve the skills and development of our EMT's and paramedics. Management of a CQI program is promulgated in the Maine EMS Quality Improvement Program Manual (January 2012). Many EMS services have difficulty managing an effective CQI programs. There are several reasons for this, low call volumes, limited variation in call types, not enough staff to adequately administer program, etc. The County could help in this area by offering to manage a CQI program for our EMS services. This function could be performed, in part, by our paramedics hired to staff the intercept service.

Having a medical doctor (MD or DO) serve as a medical director to an EMS services has great benefit to the success of a CQI program. Having an Emergency Medical Doctor's input in the review and feedback process builds better EMTs and paramedics. Here again, many services have trouble recruiting a medical director. This may be due to a shortage of board-certified emergency medical physicians, low call volumes and limited variation in call types. The Maine EMS Medical Director Guidebook (May 2016) outlines functions and roles of a service medical director. Most service medical directors are paid a retainer or consulting fee. This is service the County could provide to our EMS services. Retaining a medical director (or several) to support EMS agencies and oversee CQI programs. If the County does begin providing a paramedic intercept service or community paramedic programs, a medical director will be a necessity.





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Community Paramedicine.

Community paramedicine (CP) is a relatively new and evolving healthcare model. It allows paramedics and emergency medical technicians (EMTs) to operate in expanded roles by assisting with public health and primary healthcare and preventive services to underserved populations in the community. In 2015, the Maine Bureau of EMS and the University of Southern Maine received a grant to conduct a study a pilot program of CP in Maine. A copy of that report is available on-line at; www.maine.gov/ems/documents/cp_muskie_report.pdf

Such a program would have a benefit in York County. Given our rural and suburban make-up, aging population and distances from health care facilities a CP program makes sense. Community paramedics make house calls. They provide short-term follow-up care, patient education, home safety assistance, provide treatment and interventions on a short-term basis. Care requiring longer term or more focused care would continue to be referred to visiting nurse and home health providers.

A CP program is a non-emergency program. This would have to remain separate, but linked to, our paramedic intercept program, which is designed for emergency response.

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ENCLOSURE (1)

PROPOSAL

1.1 Pay Plan

Directive 2103 DRAFT

MMM DD, 2020

Subj: PAY PLAN

Reference: (a) Fire & EMS Office Job Descriptions.
(b) York County Human Resource Policy Manual

Appendix: (1) Hourly Rates.

1.0) Purpose. This directive establishes hourly rates of pay, on-call pay and procedures pay for regards activations, training, maintenance and other activities.

2.0) Scope. This directive applies to all reserve employees assigned to the Fire & EMS Office. Requirements of County policy, State and Federal laws, regulations and standards will be followed.

3.0) General Pay Items.

3.1) Rates: Reserve employees assigned to the Fire & EMS Office will be paid by the hour for services rendered. Hourly rates are based on skill sets and/or administrative assignments. Hourly rates of pay are included as appendix to this directive.

3.2) Activations and Emergency Callouts: When teams are called out for an emergency incident, each employee called out will be paid for the hours worked starting at the activation time and ending one-hour after the released or all out time. The number of personnel required for the call out will be determined by incident needs and the duty officer's discretion.

a) Alert: Notification of a potential incident that may require activation. Alerts are not paid time.
b) Activation: Actual deployment of the team. The team services are requested at the scene of the incident by the Incident Commander.

c) De-Activation: The team has been released by the Incident Commander, all team equipment and materials are returned to quarters and are in a ready status. The de-activation time will be determined by the respective team's duty officer or senior officer present. De-Activation times maybe assigned on an individual basis.

3.3) Training, Administration, Other Events.

a) Scheduled training events available to all members of the same skill set, will be paid. Other paid training will be on a case-by-case basis with prior approval from the Team Chief.





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b) Administrative hours will be paid as the budget allows. Leadership positions will be paid as authorized. Details, maintenance periods, other outside events or administrative events will be paid on a case-by-case basis as authorized by the Team Chief.

3.4) On-Call Pay: Leadership positions participating in an on-call duty officer rotation may be paid a flat rate for on-call time. To be eligible for call pay any required training/certification, medical and administrative requirements must be current.

PROPOSAL

1.2 Hourly Rates

Appendix (A) to Directive 2103/Pay Plan DRAFT

MMM DD, 2020

Subj: HOURLY RATES

A1) Hazardous Materials and Technical Rescue Response Teams

Generalist: \$16.50

HZ Operations Level: \$18.00

HZ Specialist: \$22.00

HZ Technician Level: \$24.00

TR Technician: \$24.00

(Add \$2.00/hour for NFPA 1006 or 1072 Pro Board certification)

A2) Community Risk Reduction (CRR)

Youth Fire Safety Intervention Specialist I \$18.00

Youth Fire Safety Intervention Specialist II \$22.00

Community Risk Reduction Specialist \$20.00

Plans Review Specialist \$24.00

(Add \$2.00 for NFPA 1033, 1035 or National Fire Academy certification)

A3) Fire Investigations Team

Generalist: \$16.50

Fire Investigator I: \$18.00

Certified Fire Investigator: \$20.00 (NFPA 1033 w/ Pro board or IAAI certification)

A4) Fire Academy Instructor Cadre

Generalist: \$16.50

Fire Instructor I: \$18.00 (NFPA 1041 w/ Pro board)

Fire Instructor II: \$20.00 (NFPA 1041 w/ Pro board)

EMS Instructor Coordinator: Add \$2.00 to Fire Instructor qual. (ME EMS Bureau)

Fire Instructor III: \$24.00 (NFPA 1041 w/ Pro board)

A5) Rank/Leadership/Management/IC Qualification

Add this amount to regular hourly rate





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*Program or Course Coordinator:	\$2.00
**Incident Safety Officer	\$2.00
**Incident Commander	\$2.50
Lieutenant	\$2.00
Captain	\$2.50
Battalion Chief	\$3.00
Group or Deputy Chief	\$3.50
Fire Marshal	\$4.00
Assistant Chief or Deputy Administrator	\$4.50
On-call Duty Officer:	\$50.00 (flat rate)

*Applies to Academy courses and CRR programs & courses only.

**Applies to operationally deployable teams only.

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ENCLOSURE (2) HAZARDOUS MATERIALS TEAM, Organization of

DRAFT

Directive 2121

MMM DD, 2020

Subj: Hazardous Materials Response (Type 3) Team, Organization of

- Reference: (a) NFPA 475/Recommendations for Organizing, Managing and Sustaining Hazardous Material Response Teams.
(b) 29CFR 1910.120 Hazardous Waste Operations and Emergency Response.
(c) Maine BLS Compliance Directive 21-06/Hazardous Material Teams.
(d) FEMA Resource Typing Guide/Type Definitions for Fire/Hazardous Materials.
(e) MOU between YC EMA and MEMA.

1.0) Purpose. The purpose of this directive is to document the organization and administration of the York County Hazardous Materials Type 3 Response Team.

2.0) Background. Organized under the York County Office of Fire and EMS Assistance, the Operations Division, Special Operations Group, is the Hazardous Materials (HAZMAT) Battalion. This Battalion is the York County Hazardous Materials (Type 3) Response Team. (AKA: York County Decontamination (DECON) Strike Team or DST.)

2.1) As a part of Maine's regional response, this team is a FEMA Type 3 HMRT as determined by Reference (d). Designated by Maine Emergency Management Agency under Reference (e) as a Decontamination Strike Team (DST). Capabilities and requirements are outlined in References (d) and (e).

3.0) Mission and Capabilities. As defined in Reference (a), Section 3.3.37 a Hazardous Materials Response Team is a group of trained response personnel operating under an emergency response plan and applicable standard operating procedures who perform hazardous materials technical level skills at hazardous materials incidents.

3.1) **Mission:** The mission of the York County Hazardous Materials (Type 3) Response Team is to provide professional response to any Hazardous Materials leak, spill, or condition that threatens the public and/or environment within our response area as listed in Reference (e). This team will be equipped to handle incidents of known chemicals. A complete listing of Type 3 capabilities is listed in Reference (d).





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4.0) Administrative Leadership.

4.1) Battalion Chief. (a) Reporting to the County Fire Administrator (CFA) is the HAZMAT Battalion Chief. The Battalion Chief (BC) is responsible to the CFA for the administration, equipage, staffing, operation, training and readiness of the HAZMAT Battalion.

(b) The Battalion Chief ensures compliance with References (a), (b) and (c) and other applicable directives, regulations and statutes.

4.2) Training Officer/Captain. (a) Reporting to the Battalion Chief, is the Battalion Training Officer. The training officer is responsible to the Battalion Chief for the training and readiness of all personnel assigned to the Battalion. The Training Officer maintains employee training records according to County and State requirement and policy. Prepares the long range and short training plans to ensure such training meets mission requirements. Prepares individual training plans for personnel assigned.

(b) The Training Officer tracks regular medical examinations and respirator fit testing of Battalion Members. The Training Officer provides monthly updates to the Battalion Chief on the medical readiness of Battalion members.

4.3) Equipment Officer/Captain. (a) Reporting to the Battalion Chief, is the Battalion Equipment Officer. The Equipment Officer is responsible to the Battalion Chief for the inventory, maintenance, assignment and readiness of all equipment assigned to the Battalion.

(b) The Equipment Officer maintains inventory and maintenance records, schedules and ensures completion of preventive maintenance, repairs and other requirements of material condition. The Equipment Officer provides monthly updates to the Battalion Chief on the material readiness of Battalion equipment.

(c) The Equipment Officer ensures Battalion members are issued equipment as necessary and maintains inventory control records.

4.4) Planning Officer/Captain. (a) Reporting to the Battalion Chief, is the Battalion Planning Officer (Planning Officer). The Planning Officer researches hazards within the County that are of interest to the HAZMAT Team.

(b) The Planning Officer develops recommended Pre-Planned Responses to these hazard sites. The Planning Officer prepares and provides briefings to team members, local and county officials on these hazards.

4.5) Company, Platoon and Team Leaders/Captain or Lieutenant: The Battalion Chief, with concurrence from the Fire Administrator, may organize the battalion into subordinate elements for the purposes of personnel management, training and administration of the battalion. Officers may be appointed to lead these elements.





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4.6) Other Assistants. The Battalion Chief may appoint individuals to assist leadership in the execution of their duties. Battalion Chief appointments will not have rank assigned.

5.0) Incident Command and Operational Leadership. Operationally the Battalion will be organized as part of an Incident Command Structure (ICS). Response teams will be organized in accordance with NFPA 475 or at the discretion of the Hazardous Materials Officer.

5.1) Hazardous Materials Officer (HMO); is the operations officer of a HAZMAT Incident as it fits into the ICS. The HMO may report directly to the Incident Commander (IC) or to the Operations Section Chief (Ops).

5.3) HM Positions within an ICS:

- HAZMAT Officer (NFPA 475-9.3.9)
- HAZMAT Safety Officer (NFPA 475-9.3.10)
- HAZMAT Incident Commander (NFPA 475-9.3.8)

5.2) Battalion Duty Officer. Battalion leadership will participate in a rotating schedule to serve as the initial point of contact for the HAZMAT Team.

6.0) HAZMAT Battalion Staffing Positions. a) This team will be staffed with 20 reserve employees. Leadership positions will be part of that 20. As agreed in Reference (e), a 20- member minimum of active team members must be maintained. As required by Reference (d), our goal is to maintain two eight-member HAZMAT Technician level teams.

b) In order to meet our desired staffing levels, our 20 members must be qualified to the Technician Level. Or members-in-training, with a goal of Technician qualification.

6.1) Support Generalist: General duties in support of HMR Team operations. Duties may include: Administrative tasks, vehicle operators, maintenance, readiness tasks, etc. Due to the nature of this team's mission and the requirements of References (d) and (e), Generalist positions should be appointed sparingly and only on a temporary basis.

- a) HAZMAT Training Level: Aware. (NFPA 475-9.3.2.1)

6.2) HAZMAT Operations Responder as defined in NFPA 475-9.3.3.1.

- a) HAZMAT Training Level: Operations.

6.2.1) HAZMAT Operations with Mission Specific Skills (NFPA 475-9.3.3.2)

- a) HAZMAT Training Level: Operations

6.3) HAZMAT Technician Responder (NFPA 475-9.3.5.2)

- a) HAZMAT Training Level: Technician.





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6.3.1) HAZMAT Technician with Mission Specific Skills. (NFPA 475-9.3.7)

a) HAZMAT Training Level: Technician.

6.4) HAZMAT Specialist (NFPA 475-9.3.7.1)

a) HAZMAT Training Level: Technician.

7.0) Operationally Deployable Elements.

7.1 ASSESSMENT TEAM: A two-person assessment team may be dispatched to an incident at the request of the Incident Commander. This team is to assess the situation and determine the need for additional resources.

7.2) TECHNICIAN TEAM: Our goal is to maintain the resources assemble two 8-person technician level Type-3 teams prepared to deploy on any incident. This may require utilizing personnel from mutual aid teams.

7.3) DECON STRIKE TEAM: Our goal is to provide necessary equipment and supervision to enable a local emergency service agency to set-up and operate a decontamination line staffed at the Operations-level.





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Job Descriptions

2.1 – HAZMAT GENERALIST

PROPOSAL

Funding: Currently funded.

York County Government
Position Description

Job Title:	HAZARDOUS MATERIALS TEAM SUPPORT GENERALIST
Department:	Fire & EMS Assistance Office
Reports to:	HAZMAT Team Leader
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	10/2019

SUMMARY

A Hazardous Materials Support Generalist responds to hazardous materials incidents as part of a response team, providing logistical, transportation, communications, technical, maintenance, administrative or other support to the team.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team





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QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

HAZMAT Support Generalists are part of the initial response to the site of a release or potential release of a hazardous substance. They provide logistical support to the team during the incident.

SUPERVISORY RESPONSIBILITIES

This is a non-supervise position.

EDUCATION and/or EXPERIENCE

Public safety experience desired. HAZMAT Awareness-level Responder certification required (NFPA 1072). Knowledge of OSHA 1910.120 desired.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be able to work calmly under stressful situations.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.





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CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Hazardous Materials Awareness.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee

Date

Department Head/Elected Official

Date

Human Resources

Date



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PROPOSAL

2.2 – HZ OPERATIONS

Funding: Currently Funded.

York County Government Position Description

Job Title:	HAZARDOUS MATERIALS OPERATOR
Department:	Fire & EMS Assistance Office
Reports to:	HAZMAT Team Leader
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	10/2019

SUMMARY

A Hazardous Materials Operations Level Responder responds to hazardous materials incidents as part of a response team to implement or support actions to protect nearby persons, the environment or property from the effects of the release of a hazardous substance.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the





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knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

HAZMAT Operators are part of the initial response to the site of a release or potential release of a hazardous substance to help protect people, property and the environment from the effects of the release. They respond in a defensive fashion. Their function is to contain the release from a safe location, keep it from spreading and prevent exposures.

In addition to requirements of Awareness-level responders, operations-level must have;

- Basic hazard and risk assessment techniques.
- Select and use personal protective equipment
- Basic HAZMAT terms.
- Perform basic control, containment and confinement operations with available resources and PPE.
- Implement basic decontamination procedures.
- Use relevant standard operating procedures and termination procedures.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position. However, this position will have a leadership role at a HAZMAT incident and may have responsibility for leading team actions.

EDUCATION and/or EXPERIENCE

Public safety experience desired. HAZMAT Operations-level Responder certification required (NFPA 1072). Knowledge of OSHA 1910.120 necessary.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be able to work calmly under stressful situations.

HAZMAT Operations-level responders may be assigned mission-specific competencies. These MSC are the knowledge, skills and judgement needed by operations-level responders as designated to perform mission specific tasks. Such as; decontamination, victim/hostage rescue and recovery, evidence preservation and sampling. (NFPA 472,475 and 1072 refers.)

LANGUAGE SKILLS





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Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Hazardous Materials Operations-level.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician. Compliance with Medical Surveillance Program and/or Respirator Protection Program is a mandatory requirement per OSHA 1910-120 or 1910-134.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.





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Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee

Date

Department Head/Elected Official

Date

Human Resources

Date

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PROPOSAL

2.3 HZ Technician

Funding: Currently Funded.

York County Government Position Description

Job Title:	HAZARDOUS MATERIALS TECHNICIAN
Department:	Fire & EMS Assistance Office
Reports to:	HAZMAT Team Leader
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	10/2019

SUMMARY

A Hazardous Materials Technician responds to hazardous materials incidents as part of a response team. A risk-based reasons process is used to analyze problems involving HAZMAT, select decontamination procedures and control release using specialized equipment.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or





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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

HAZMAT Technicians respond to releases or potential releases to stop the release. They approach the point of release to plug, patch or otherwise stop the release of a hazardous substance.

- Implement an emergency response plan.
- Classify, identify, and verify known and unknown materials using field survey instruments and equipment.
- Function within an incident command system.
- Select and use proper specialized equipment.
- Assess risks and hazards.
- Perform advanced control, contamination, confinement operations with available resources and personal protection equipment.
- Understands basic chemical and toxicological terminology and behaviors.

SUPERVISORY RESPONSIBILITIES

This is a non-supervise position. However, this position will have a leadership role at a HAZMAT incident and may have responsibility for leading team actions.

EDUCATION and/or EXPERIENCE

Public safety experience desired. HAZMAT Technician certification required (NFPA 1072). Knowledge of OSHA 1910.120 necessary.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be able to work calmly under stressful situations.

HAZMAT Technician-level Specialists are responders who are subject matter experts within the organization. Such specialty might be; tank car, cargo tank, intermodal tank, marine tank, flammable bulk-storage (gas or liquid) or radiological materials. (NFPA 472,475 and 1072 refers.)

LANGUAGE SKILLS





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In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Hazardous Materials Technician.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.





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Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee

Date

Department Head/Elected Official

Date

Human Resources

Date

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PROPOSAL

2.4 – HZ EQUIPMENT OFFICER

Funding: Currently Funded.

York County Government
Position Description

Job Title:	HAZARDOUS MATERIALS TEAM EQUIPMENT OFFICER.
Department:	Fire & EMS Assistance Office
Reports to:	HAZMAT Team Leader
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	10/2019

SUMMARY

This position is responsible for assisting the HAZMAT Team Leader in managing, organizing and coordinating all Hazardous Materials Response Team equipment maintenance and inventory activities and requirements. Plans and executes an equipment maintenance program to ensure team equipment is in good repair and ready for immediate response. Ensures team equipment inventories are accurate and in compliance with State requirements and directives. Ensures all equipment is in compliance with Bureau of Labor Standards directives.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
-





County of York
Emergency Management Agency
Office of Fire & EMS Assistance
149 Jordan Springs Road
Alfred, ME 04002



QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of Maine Bureau of Labor Standards requirements as pertinent to HAZMAT first responders and equipment.

Develop maintenance plans and schedules.

Knowledgeable of HAZMAT team equipment, systems and material requirements.

SUPERVISORY RESPONSIBILITIES

This position can supervise up to 30 plus non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems. Current on industry standards, Federal and State regulations and laws.

Participates in a rotational on-call schedule. Supervises and coordinates team call-outs. Liaison with local incident commanders. Fits into an Incident Command System as the Hazardous Materials Section Officer or on-scene HAZMAT Officer.

EDUCATION and/or EXPERIENCE

Public safety supervisory experience required. Experience as a Fire Officer highly desired. Fire Officer II (NFPA 1021) certification desired. HAZMAT operation-level certification required (NFPA 1072). Firefighter II (NFPA 1001) certification required. Knowledge of OSHA 1910.120 and NFPA 472 is necessary. Experience with HAZMAT Teams is required.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy.





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LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Hazardous Materials Operations.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with Medical Surveillance Program or Respirator Protection Program is a mandatory requirement per OSHA 1910-120 or 1910-134.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.





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Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee _____

Date _____

Department Head/Elected Official _____

Date _____

Human Resources _____

Date _____

PROPOSAL

2.5 – HZ Planning Officer

Funding: Currently Funded.

**York County Government
Position Description**

Job Title:	HAZARDOUS MATERIALS TEAM PLANNING OFFICER.
Department:	Fire & EMS Assistance Office
Reports to:	HAZMAT Team Leader
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	10/2019

SUMMARY

This position is responsible for assisting the HAZMAT Team Leader in managing, organizing and coordinating all Hazardous Materials Response Team planning activities and requirements. Develops Pre-Incident Plans, gathers, organizes and disseminates information regarding hazardous within York County. Assists the Team Leader with community out-reach.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates





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- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of the Hazards in York County in regards to potential HAZMAT incidents.

Develops incident pre-plans.

SUPERVISORY RESPONSIBILITIES

This position can supervise up to 30 plus non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems. Current on industry standards, Federal and State regulations and laws.

Participates in a rotational on-call schedule. Supervises and coordinates team call-outs. Liaison with local incident commanders. Fits into an Incident Command System as the Hazardous Materials Section Officer or on-scene HAZMAT Officer.

EDUCATION and/or EXPERIENCE



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Public safety supervisory experience required. Experience as a Fire Officer highly desired. Fire Officer II (NFPA 1021) certification desired. HAZMAT technician-level certification required (NFPA 1072). Firefighter II (NFPA 1001) certification required. Knowledge of OSHA 1910.120 and NFPA 475 is necessary. Experience with HAZMAT Teams is required.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Ability to utilize information systems such as; I Am Responding, ArcGis, Marplot and others.

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Hazardous Materials Technician.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with





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Medical Surveillance Program or Respirator Protection Program is a mandatory requirement per OSHA 1910-120 or 1910-134.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee _____

Date _____

Department Head/Elected Official _____

Date _____

Human Resources _____

Date _____

PROPOSAL

2.6 HZ Training Officer

Funding: Currently Funded.

York County Government Position Description

Job Title: HAZARDOUS MATERIALS TEAM TRAINING OFFICER.
Department: Fire & EMS Assistance Office
Reports to: HAZMAT Team Leader
Class Code: Reserve Employee
FLSA Status: Non-Exempt
Prepared By: Chief Fire Administrator
Prepared Date: 10/2019

SUMMARY



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This position is responsible for assisting the HAZMAT Team Leader in managing, organizing and coordinating all Hazardous Materials Response Team training activities and requirements. Plans and executes a team training program to ensure team members are competent and prepared immediate response. Monitors medical readiness of team members ensuring members are in compliance with medical surveillance requirements.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of Maine Bureau of Labor Standards requirements as pertinent to HAZMAT first responders.

Develop training plans and programs.

SUPERVISORY RESPONSIBILITIES

This position can supervise up to 30 plus non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws.





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Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems. Current on industry standards, Federal and State regulations and laws.

Participates in a rotational on-call schedule. Supervises and coordinates team call-outs. Liaison with local incident commanders. Fits into an Incident Command System as the Hazardous Materials Section Officer or on-scene HAZMAT Officer.

EDUCATION and/or EXPERIENCE

Public safety supervisory experience required. Experience as a Fire Officer highly desired. Fire Officer II (NFPA 1021) certification desired. Fire Instructor I, EMS IC, or other training instructor qualification required. HAZMAT operation-level certification required (NFPA 1072). Firefighter II (NFPA 1001) certification required. Knowledge of OSHA 1910.120 and NFPA 472 is necessary. Experience with HAZMAT Teams is required.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy.

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.





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- Hazardous Materials Operations.
- Fire Service Training Instructor.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with Medical Surveillance Program or Respirator Protection Program is a mandatory requirement per OSHA 1910-120 or 1910-134.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee

Date

Department Head/Elected Official

Date

Human Resources

Date



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PROPOSAL

2.7 – TEAM LEADER

Funding: Currently Funded.

York County Government **Position Description**

Job Title:	HAZARDOUS MATERIALS TEAM CHIEF.
Department:	Fire & EMS Assistance Office
Reports to:	Fire Administrator
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	10/2019

SUMMARY

This position is responsible for assisting the Fire Administrator in managing, organizing and coordinating all Hazardous Materials Response Team activities. Oversees team training, medical readiness, incident pre-planning, logistics, recruiting, equipment maintenance and inventory. Provides community out-reach to local businesses, emergency response agencies and local governments.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

QUALIFICATIONS



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of Maine Bureau of Labor Standards requirements as pertinent to HAZMAT first responders.

Develop training plans and programs.

SUPERVISORY RESPONSIBILITIES

This position can supervise up to 30 plus non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems. Current on industry standards, Federal and State regulations and laws.

Oversees the day-to-day administration, operations and readiness of team equipment and personnel. Ensure operating procedures are current.

Participates in a rotational on-call schedule. Supervises and coordinates team call-outs. Liaison with local incident commanders. Fits into an Incident Command System as the Hazardous Materials Section Officer or on-scene HAZMAT Officer.

EDUCATION and/or EXPERIENCE

Public safety supervisory experience required. Experience as a Chief Fire Officer highly desired. Fire Officer II (NFPA 1021) certification desired. HAZMAT Technician certification required. (NFPA 1072). Firefighter II (NFPA 1001) certification required. Knowledge of OSHA 1910.120 necessary. 5-years' experience as a HAZMAT Team member required.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy.





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LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Hazardous Materials Technician.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.





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Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee _____

Date _____

Department Head/Elected Official _____

Date _____

Human Resources _____

Date _____

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ENCLOSURE (3) YOUTH FIRE SAFETY PROGRAM; Organization of

Directive 2410 Draft

Date

SUBJ: YOUTH FIRE SAFETY INTERVENTION PROGRAM MANUAL

Reference: (a) FEMA Youth Firesetting Prevention & Intervention Manual.
(b) Maine Fire Marshall's Juvenile Fire Safety & Intervention Protocol.
(c) Standard on Fire and Life Safety Educator, Public Information Officer,
Youth Firesetter Intervention Specialist and Youth Firesetter Program
Manager Professional Qualification/NFPA 1035.
(d) York County Fire & EMS Assistance Office Job Descriptions.

Attachment: (1) Referral Process Flow Chart.
(2) Program Logo
(3) Program Graduation Certificate (Form 2410/1)

1.0 Mission Statement: To minimize the probability of unfortunate events in the communities of York County resulting from the dangers of youth firesetting. Through collaboration, assessment, intervention and education apply the resources necessary to prevent the occurrence, re-occurrence and/or impact of unfortunate events.

2.0 Program Overview: As a part of the York County Office of Fire & EMS Assistance, the York County Youth Fire Safety Program is a partnership between local public and private partners who are working together for the safety of York County communities.

The York County Youth Fire Safety Program provides educational programs that are designed for youth who demonstrate unsafe behavior related to fire or firesetting behaviors. The program is intended for youth ages 5-17 and addresses concerns related to the dangers of fire along with prevention strategies. The program strives to individualize each educational opportunity and is provided free of charge to all participants through the support of the County of York.

The program utilizes a nationally recognized screening process that aids staff in identifying the educational needs of the child, while also considering additional supports that might benefit the youth or family. If indicated by the intake process, the youth will receive education in the areas of fire behavior, fire prevention, burns management, and decision making. However, variations are made to address the youth's needs and supervision recommendations. The youth's fire safety knowledge retention is assessed using a pre and post-test before and after the educational intervention. The program staff will then make any additional recommendations and/ or referrals at the time of graduation. A follow-up survey is disseminated to parents/guardians at six- and one-year intervals.



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While it is known that fire safety education is an effective means of reducing fire setting behaviors, further referrals will be made if continued firesetting behaviors are recognized by the program staff.

3.0 Organizational Goals:

COLLABORATION

- To develop and institutionalize a county wide collaborative of key youth fire safety stakeholders.
- To develop and sustain local and regional youth fire safety stakeholder collaborations.

ASSESSMENT

- To provide standardized assessment tools for intervention team member use in identifying potential risk of continued fire activity.
- To train a county wide cadre of Youth Firesetter Intervention Specialists (YFIS).
- To develop a youth fire safety intervention resource network.

DATA COLLECTION

- To collect and analyze youth fire setter data.
- To maintain a central repository for youth referred to the program.

YOUTH FIRE SAFETY AWARENESS EDUCATION

- To inform key stakeholders of the scope and severity of youth fire interest and /or setting problem in York County and State of Maine.
- To inform key stakeholders of the existence and capability of the youth fire safety resource network.
- To provide educational resources for use by key stakeholders.

YOUTH FIRE SAFETY INTERVENTION

- To provide standardized education materials in fire safety, legal aspects and behavioral health resources to youth fire setters and their family members.
- To refer youth fire setters and their family's to appropriate community resources.

4.0) Employee Training, Qualifications: Employees of this program will be trained, certified and qualified to NFPA Standard 1035, National Fire Academy standards and/or requirements of the Maine Fire Marshall's Office, or Maine Fire Service Institute.

Qualifications and certification requirements shall be provided in applicable job descriptions. (See Reference (d)).

5.0) Standard Operating Guidelines: The Program Manager shall develop the necessary operating guidelines, job aids, checklists, etc. for the efficient operation of this program.





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Job Descriptions

PROPOSAL

3.1 Youth Firesetter Intervention Specialist

Funding: Currently Funded.

York County Government Position Description

Job Title:	Youth Firesetter Intervention Specialist (YFIS)
Department:	Office of Fire and EMS Assistance
Reports to:	Youth Firesetter Program Manager
Class Code:	
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	11/2019

SUMMARY

This position is responsible for providing fire safety education and intervention activities related to minimizing the effects of youth firesetting upon the citizens of York County. Duties and responsibilities include conducting youth fire setter intakes and interviews, presenting education programs, implementing interventions, community outreach, and program development.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations





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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential functions are fundamental and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Understanding of program forms, procedures and policies related to intake, interviewing, confidentiality, documentation, education, and follow-up.
- Conducts youth / family interviews to identify factors contributing to the youth's fire setter tendencies.
- Prepares interview reports and recommendations for youth fire safety education and interventions.
- Meets with clinical professionals to review the interview report and recommendations.
- Implements fire safety education, interventions, and follow-ups as required.
- Organizes and maintains records of intake, interview, education, intervention, and follow-up activities

EDUCATION and/or EXPERIENCE

Applicants must have education, training and/or experience demonstrating competence in each of the following areas to meet certification, and/or qualification requirements defined by the State of Maine Fire Marshall's Office:

- Experience in a fire / law enforcement, or social service setting which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs.
- Experience in interpreting laws, rules, regulations, standards, policies, and procedures.





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- Experience in narrative report writing.
- Knowledge of fire behavior, incendiary/ explosive devices, dangers and prevention strategies.
- Knowledge of behavior management such as understanding, explaining, describing and predicting behavior, studying the connection between behavior and its causes and identifying appropriate behavior intervention or modification strategies for individual situations.
- Training and certification to NFPA Standard 1035 for Youth Firesetter Intervention Specialist I required.

SPECIAL KNOWLEDGE and SKILLS

The applicant must possess a strong understanding of fire safety education practices, local laws and ordinances governing youth related to fire prevention, basic interviewing techniques, rules governing confidentiality, state and local behavioral health resources, abuse / neglect awareness and emergency reporting procedures.

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. The applicant must have a well-developed communication style to effectively cultivate rapport with a youth or family as this is invaluable to the process of youth fire safety intervention.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The position requires a full understanding of the impact of dual-roles and boundaries when interacting with a youth or family and have a firm grasp of accountability factors that must be employed for individual situations or events.



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CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license and possess own vehicle.
- Youth Firesetting Intervention Specialist to NFPA 1035 or National Fire Academy Standard.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands or fingers to handle or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to both inside and outside environments. The position will require routine travel to a youth or family's home for the purposes of intake, interview, education, intervention, and follow-up activities. The applicant must be able to recognize unsafe locations and possess a high level of situational awareness in all work environment settings. The noise level in the work environment is usually moderate, though variations in location and dynamics may impact noise levels.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee

Date

Department Head/Elected Official

Date

Human Resources

Date



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PROPOSAL

3.2 Youth Firesetter Program Manager

Funding: Currently Funded.

York County Government Position Description

Job Title:	Youth Firesetter Program Manager (YFPM)
Department:	Office of Fire and EMS Assistance
Reports to:	Chief Fire Administrator
Class Code:	
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	11/2019

SUMMARY

This position is responsible for managing and providing fire safety education and intervention activities related to minimizing the effects of youth firesetting upon the citizens of York County. Duties and responsibilities include all of those associated with the Youth Firesetter Intervention Specialist (YFIS) as defined within the YFIS job description.

The YPFM is responsible for managing and conducting youth fire setter intakes and interviews, presenting education, implementing interventions, community outreach, and program development.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations





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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential functions are fundamental and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Formulation and implementation of program forms, procedures and policies related to intake, interviewing, confidentiality, documentation, education, and follow-up aligning with state, local, and community risk reduction initiatives
- Develops and/or maintains data collections systems for records of intake, interview, education, intervention, and follow-up activities
- Assigns and manages YFIS staff member(s) and/ or other qualified personnel in specific youth firesetting referrals.
- Oversees and reviews all youth / family interviews to aid in identifying factors contributing to the youth's fire setter tendencies.
- Develops timely budget outlines, quarterly reports, and recommendations for youth fire safety education and intervention program.
- Identifies key stakeholders in the community to develop local partnerships to aid in program development and local community risk reduction initiatives.
- Develops and/or maintains relationships with clinical professionals who review interview report and recommendations.





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- Supervises all aspects of fire safety education, interventions, and follow-ups as implemented by the YFIS staff member.
- Analyzes the effectiveness of the fire safety program, interventions, and community outreach in relation to the program mission and local community risk reduction initiatives.

EDUCATION and/or EXPERIENCE

Applicants must have education, training and/or experience demonstrating competence in each of the following areas to meet certification, and/or qualification requirements defined by the State of Maine Fire Marshall's Office:

- Experience and knowledge in basic management strategies and community risk reduction program development
- Experience in a fire / law enforcement, or social service setting which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs.
- Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
- Experience in narrative report writing.
- Knowledge of fire behavior, incendiary/ explosive devices, dangers and prevention strategies.
- Knowledge of behavior management such as understanding, explaining, describing and predicting behavior, studying the connection between behavior and its causes and identifying appropriate behavior intervention or modification strategies for individual situations.
- Training and certification to NFPA Standard 1035 for Youth Firesetter Intervention Specialist I required, with Youth Firesetter Intervention Specialist II preferred.

SPECIAL KNOWLEDGE and SKILLS

Incumbent must possess a strong understanding of fire safety education practices, local laws and ordinances governing youth related to fire prevention, basic interviewing techniques, rules governing confidentiality, state and local behavioral health resources, abuse / neglect awareness and emergency reporting procedures.

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. The applicant must have a well-developed



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communication style to effectively cultivate rapport with a staff, youth or family as this is invaluable to the process of youth fire safety intervention.

Incumbent must demonstrate a strong ability to be organized maintaining the ability to manage multiple referrals and staff members. The incumbent must have the ability to indirectly supervise a staff of 1-30, who represent varying roles within the youth fire safety program. This includes the ability to provide constructive feedback, guidance, and informal /formal reviews.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The position requires a full understanding of the impact of dual-roles and boundaries when interacting with a youth or family and have a firm grasp of accountability factors that must be employed for individual situations or events.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license and possess own vehicle.
- Youth Firesetter Intervention Specialist I to NFPA Standard 1035.
- Youth Firesetter Intervention Program Manager to NFPA 1035 or National Fire Academy standards.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands or fingers to handle or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.





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WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to both inside and outside environments. The position will require routine travel to a youth or family's home for the purposes of intake, interview, education, intervention, and follow-up activities. The applicant must be able to recognize unsafe locations and possess a high level of situational awareness in all work environment settings. The noise level in the work environment is usually moderate, though variations in location and dynamics may impact noise levels.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.

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ENCLOSURE (4) FIRE INVESTIGATIONS TEAM, Organization of

Directive 2141

Draft

Subj: Fire Investigations Team, Organization of

- Reference:
- (a) Title 25 MRSA ss 2394/Investigation of fire origin.
 - (b) NFPA 1033/*Standard for Professional Qualifications for Fire Investigator*.
 - (c) NFPA 921/*Guide for Fire and Explosion Investigation*.
 - (d) 29 CMR Section 225 Schedule 21.14/Retention of Fire Department Records.
 - (e) Title 16 MRSA ss 614/ Limitation on dissemination of intelligence and investigative information.

1.0) Purpose. The purpose of this directive is to document the organization and administration of the York County Fire Investigations Team (FIT).

2.0) Background. Under Reference (a), municipal fire inspectors shall investigate the cause of fires within their jurisdiction. The State Fire Marshal is only required to investigate arson, suspicion of arson, personal injury or death from fire and explosions. In many cases, local fire departments do not have the resources to perform these investigations. The mission of this team is to fill the gap in cause and determination capabilities that may exist in local fire departments.

3.0) Mission and Capabilities. Mission: The York County Fire Investigations Team will investigate for cause determination, fires in municipalities within York County when called upon by the local municipal Fire Chief, Fire Inspector or Incident Commander to do so. York County Fire Investigators will refer any matters of suspected arson, personal injury or death from fire, explosions, or other matters deemed necessary, to the State Fire Marshal immediately.

Capabilities: This team will maintain capabilities to conduct fire investigations in accordance with NFPA 921, State Fire Marshal's rules and guidelines, State and Federal law and local ordinance. The team should be capable of assembling an equipped and qualified two-person team at any time.

4.0) Administrative Leadership.

4.1) Chief Fire Investigator/Battalion Chief. (a) Reporting to the County Fire Administrator (CFA) is the Chief Fire Investigator. The Battalion Chief (BC) is responsible to the CFA for the administration, equipage, staffing, operation, training and readiness of the Fire Investigations Team.

(b) The Battalion Chief ensures compliance with References (a), (b) and (c) and other applicable directives, regulations and statutes.





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4.2) **Training Officer/Captain**. (a) Reporting to the Battalion Chief, is the Battalion Training Officer. The training officer is responsible to the Battalion Chief for the training and readiness of all personnel assigned to the Battalion. The Training Officer maintains employee training records according to County and State requirement and policy. Prepares the long range and short training plans to ensure such training meets mission requirements. Prepares individual training plans for personnel assigned. Ensures that Investigators are trained established standards.

(b) The Training Officer tracks regular medical examinations and respirator fit testing of Battalion Members. The Training Officer provides monthly updates to the Battalion Chief on the medical readiness of Battalion members.

4.3) **Company, Platoon and Team Leaders/Captain or Lieutenant**: The Battalion Chief, with concurrence from the Chief Fire Administrator, may organize the battalion into subordinate elements for the purposes of personnel management, training and administration of the battalion. Officers may be appointed to lead these elements.

4.4) **Other Assistants**. The Battalion Chief may appoint individuals to assist leadership in the execution of their duties. Battalion Chief appointments will not have rank assigned.

5.0) Incident Command and Operational Leadership. Operationally the Battalion will be organized as part of an Incident Command Structure (ICS).

5.1) **Fire Investigations Unit Leader**; The Fire Investigations Unit Leader may report directly to the Incident Commander (IC), the Operations Section Chief (Ops), or may be a standalone element of the ISCS. This is determined at the discretion of the Incident Commander.

5.3) **Positions within an ICS:**

- Lead Investigator
- Supporting Investigator

5.2) **Battalion Duty Officer**. Battalion leadership will participate in a rotating scheduled to serve as the initial point of contact for the Fire Investigations Team.

6.0) Fire Investigations Battalion Staffing Positions. a) Using reserve employees, this team will be staffed at a level necessary to fulfill its mission. It will operate as a “call force style” organization.

6.1) **Support Generalist**: General duties in support of FIT operations. Duties may include: Administrative tasks, vehicle operators, maintenance, readiness tasks, etc. Due to the nature of this team’s mission generalist positions should be appointed sparingly and only on a temporary basis.

- a) Training Level: Firefighter II (NFPA 1001)





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6.2) **Fire Investigator I:** Performs cause and determination investigations of non-criminal, non-personal injury fires.

a) Training Level: Completes 40-hour Fire Investigator course to NFPA 1033 standard and as approved by the State Fire Marshal.

6.3) **Fire Investigator II/Certified:** (NFPA 1033). Performs same duties as a Fire Investigator I, yet may serve as a Lead Investigator.

a) Certified to NFPA 1033 by National Pro Board, International Association of Arson Investigators or other standard recognized by the State Fire Marshal.

7.0) Operationally Deployable Elements.

7.1) **Investigations Team:** A qualified and equipped two-person dispatched to an incident at the request of the Incident Commander. This team is to determine the origin and cause of the fire.

7.2) **Records and Reports:** Lead Investigators shall ensure proper documentation of the investigation. Prepare necessary reports for the local Fire Chief, insurance carriers, property owners and any others authorized to receive such reports. The Battalion Chief shall ensure these records are properly reported, stored and maintained in accordance Reference (d) and (e).

DRAFT





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Proposal

4.2 – Fire Investigator I

Funding: Not Currently funded. This is paid-by-the call reserve position. Paid by the hour for call out and training.

**York County Government
Position Description**

Job Title:	FIRE INVESTIGATOR I
Department:	Fire & EMS Assistance Office
Reports to:	Chief Fire Investigator
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	1/2020

SUMMARY

A Fire Investigator I conducts investigations into the origin and cause of non-arson, non-personal injury fires. Responds as part of an investigation team. Prepares reports on outcome of investigations.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the



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knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Implement an emergency response plan.

- Classify, identify, and verify known and unknown materials using field survey instruments and equipment.
- Function within an incident command system.
- Select and use proper specialized equipment.
- Assess risks and hazards.
- Understands basic investigative methods.

SUPERVISORY RESPONSIBILITIES

This is a non-supervise position. However, this position will have a leadership role at an incident and may have responsibility for leading team actions.

EDUCATION and/or EXPERIENCE

Fire Service experience desired. Firefighter II certification required. Completion of a Fire Investigator course to NFPA 1033 standard and as approved by the State Fire Marshal. Knowledge of NFPA 921 necessary.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be able to work calmly under stressful situations.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY





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Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Fire Investigator.
- Firefighter II.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee _____
Department Head/Elected Official _____
Human Resources _____

Date _____
Date _____
Date _____



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Proposal

4.3 – Fire Investigator II

Funding: Not Currently funded. This is paid-by-the call reserve position. Paid by the hour for call out and training.

York County Government
Position Description

Job Title:	FIRE INVESTIGATOR II
Department:	Fire & EMS Assistance Office
Reports to:	Chief Fire Investigator
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	1/2020

SUMMARY

A Fire Investigator II conducts investigations into the origin and cause of non-arson, non-personal injury fires. Responds as part of an investigation team. Prepares reports on outcome of investigations.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team





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QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Implement an emergency response plan.

- Classify, identify, and verify known and unknown materials using field survey instruments and equipment.
- Function within an incident command system.
- Select and use proper specialized equipment.
- Assess risks and hazards.
- Understands basic investigative methods.

SUPERVISORY RESPONSIBILITIES

This is a non-supervise position. However, this position will have a leadership role at an incident and may have responsibility for leading team actions.

EDUCATION and/or EXPERIENCE

Fire Service or investigative experience required. Firefighter II certification required. Certification to NFPA 1033 by National Pro Board, International Association of Arson Investigators or other standard recognized by the State Fire Marshal. Knowledge of NFPA 921 necessary.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be able to work calmly under stressful situations.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.





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REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Fire Investigator certification.
- Firefighter II.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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Employee _____

Date _____

Department Head/Elected Official _____

Date _____



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Human Resources

Date

Proposal

4.4 – Fire Investigations Team Training Officer

Funding: Not Currently funded. This is paid-by-the call reserve position. Paid by the hour for call out and training.

York County Government
Position Description

Job Title:	FIRE INVESTIGATIONS TEAM TRAINING OFFICER.
Department:	Fire & EMS Assistance Office
Reports to:	Chief Fire Investigator
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	10/2019

SUMMARY

This position is responsible for assisting the Chief Fire Investigator in managing, organizing and coordinating all Fire Investigations Team training activities and requirements. Plans and executes a team training program to ensure team members are competent and prepared immediate response. Monitors medical readiness of team members ensuring members are in compliance with medical surveillance requirements.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position



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- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of Maine Bureau of Labor Standards requirements as pertinent to first responders.

Develop training plans and programs.

SUPERVISORY RESPONSIBILITIES

This position can supervise up to 30 plus non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems. Current on industry standards, Federal and State regulations and laws.

Participates in a rotational on-call schedule. Supervises and coordinates team call-outs. Liaison with local incident commanders. Fits into an Incident Command System as the Investigations Unit leader.

EDUCATION and/or EXPERIENCE

Public safety supervisory experience required. Experience as a Fire Officer highly desired. Fire Officer II (NFPA 1021) certification desired. Fire Instructor I, EMS IC, or other training instructor qualification required. Fire Investigator (NFPA 1033) certification required. Firefighter II (NFPA 1001) certification required. Knowledge of OSHA 1910.120 and NFPA 921 is necessary.





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SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Fire Investigator.
- Fire Service Training Instructor.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with Medical Surveillance Program or Respirator Protection Program is a mandatory requirement per OSHA 1910-120 or 1910-134.





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WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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Employee _____

Date _____

Department Head/Elected Official _____

Date _____

Human Resources _____

Date _____

Proposal

4.5 – Chief Fire Investigator

Funding: Not Currently funded. This is paid-by-the call reserve position. Paid by the hour for call out and training.

York County Government Position Description

Job Title: CHIEF FIRE INVESTIGATOR.
Department: Fire & EMS Assistance Office
Reports to: Fire Administrator
Class Code: Reserve Employee
FLSA Status: Non-Exempt
Prepared By: Chief Fire Administrator
Prepared Date: 01/2020





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SUMMARY

This position is responsible for assisting the Fire Administrator in managing, organizing and coordinating all fire cause and determination investigations. Oversees team training, medical readiness, incident investigations, logistics, recruiting, equipment maintenance and inventory. Provides community out-reach to local businesses, emergency response agencies and local governments.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of Maine Bureau of Labor Standards requirements as pertinent to first responders.

Develop training plans and programs.

SUPERVISORY RESPONSIBILITIES





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This position can supervise up to 30 plus non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems. Current on industry standards, Federal and State regulations and laws.

Oversees the day-to-day administration, operations and readiness of team equipment and personnel. Ensure operating procedures are current.

Participates in a rotational on-call schedule. Supervises and coordinates team call-outs. Liaison with local incident commanders. Fits into an Incident Command System as the Investigations unit leader.

EDUCATION and/or EXPERIENCE

Fire service supervisory experience required. Experience as a Chief Fire Officer, Fire Inspector or Fire Investigator is highly desired. Fire Officer II (NFPA 1021) certification desired. Fire Investigator (NFPA 1033) certification required. Firefighter II (NFPA 1001) certification required. Knowledge of NFPA 921 necessary. 5-years' experience as a firefighter required.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be familiar with the investigative process.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.





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CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Fire Investigator.
- Fire Officer.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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Employee

Date

Department Head/Elected Official

Date

Human Resources

Date



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ENCLOSURE (5) FIRE INSTRUCTOR CADRE, Organization of

Directive 2151

Draft

Subj: Fire Instructor Cadre, Organization of

Reference: (a) Title 26 MRSA ss 2102/Firefighter Training and Education.
(b) Title 20 MRSA Chapter 319/Maine Fire Training and Education.
(c) Title 32 MRSA Chapter 2-B/Maine Emergency Medical Services Act of 1982.
(d) 29 CMR Section 225 Series 21/Fire Department Records.
(e) NFPA 1021/*Standard for Fire and Emergency Services Instructor Professional Qualifications.*

1.0) Purpose. The purpose of this directive is to document the organization and administration of the York County Fire Instructors.

2.0) Background. Training, education and professional development of Structural Firefighters, Emergency Medical Technicians, Rescue Technicians, Wildland Firefighters and other first responders is critical to maintaining public safety. Quality training has a direct impact on the recruitment and retention of first responders. In many cases, local fire departments do not have the resources to perform the required training programs to keep their members competent. The mission of this team is to fill the gap in providing quality and relevant training programs that may exist in local fire departments.

3.0) Mission and Capabilities.

3.1) Mission: The York County Fire Instructor Cadre is to provide qualified instructors to deliver training and professional development programs to emergency service organizations within York County.

3.2) Capabilities: This team will maintain capabilities to instruct training programs in accordance with National Fire Protection Standards, rules and guidelines set forth by the Maine Fire Service Institute, Maine State Fire Marshal, Maine Emergency Medical Services Bureau, Maine Bureau of Labor Standards, Maine Forest Service and as other State and Federal laws, rules or directives require. Needs of local communities will be considered in determining needed training capabilities.

4.0) Administrative Leadership.

4.1) Chief Fire Instructor/Battalion Chief. (a) Reporting to the County Fire Administrator (CFA) is the Chief Fire Instructor. A Battalion Chief (BC) is responsible to the CFA for the administration, equipage, staffing, operation, training and readiness of the Fire Instructor Cadre.

(b) The Battalion Chief ensures compliance with References (a) and (d) and other applicable directives, regulations and statutes.





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4.2) **Training Officer/Captain.** (a) Reporting to the Battalion Chief, is the Battalion Training Officer. The training officer is responsible to the Battalion Chief for the training and readiness of all personnel assigned to the Battalion. The Training Officer maintains employee training records according to County and State requirement and policy. Prepares the long range and short training plans to ensure such training meets mission requirements. Prepares individual training plans for personnel assigned. Ensures that Investigators are trained established standards.

(b) The Training Officer tracks regular medical examinations and respirator fit testing of Battalion Members. The Training Officer provides monthly updates to the Battalion Chief on the medical readiness of Battalion members.

4.3) **Company, Platoon and Team Leaders/Captain or Lieutenant:** The Battalion Chief, with concurrence from the Chief Fire Administrator, may organize the battalion into subordinate elements for the purposes of personnel management, training and administration of the battalion. Officers may be appointed to lead these elements.

4.4) **Other Assistants.** The Battalion Chief may appoint individuals to assist leadership in the execution of their duties. Battalion Chief appointments will not have rank assigned.

5.0) Incident Command and Operational Leadership. The Fire Instructor Cadre does not have a place within an incident command structure. Operationally, a Program Coordinator will be assigned to oversee delivery of courses and program.

6.0) Fire Instructor Cadre Staffing Positions. Using reserve employees, this team will be staffed at a level necessary to fulfill its mission.

6.1) **Support Generalist:** General duties in support of training operations. Duties may include: Administrative tasks, vehicle operators, maintenance, readiness tasks, etc. Due to the nature of this team's mission generalist positions should be appointed sparingly and only on a temporary basis.

a) Training Level: Firefighter II (NFPA 1001)

6.2) **Fire Instructor I:** Performs cause and determination investigations of non-criminal, non-personal injury fires.

a) Training Level: Qualified to NFPA Standard 1021.

6.3) **Fire Instructor II (NFPA 1033):** Performs same duties as a Fire Investigator I yet may serve as a Program Coordinator.

b) Training Level: Qualified to NFPA Standard 1021.





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7.0) Operationally Deployable Elements.

7.1) Program Coordinator: Organizes programs of instruction. Assigned by the BC, will oversee classes, arrange instructors, facilities and equipment, prepare schedules, ensures courses and classes are delivered to standards and on schedule.

7.2) Records and Reports: Program Coordinators shall ensure proper documentation of student skills and course completion. Prepare necessary reports for the local Fire Chief, training officer, student and any others authorized to receive such reports. The Battalion Chief shall ensure these records are properly reported, stored and maintained in accordance References (a) and (d).

5.1 – Generalist. Job description not provided. These are support personnel or personnel in training.

5.2 – Fire Instructor I

Funding: Not Currently funded. This is paid-by-the call reserve position. Paid by the hour for call out and training. Some funding may be recouped through tuition fees.

York County Government Position Description

Job Title:	FIRE INSTRUCTOR I
Department:	Fire & EMS Assistance Office
Reports to:	Chief Fire Instructor
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	1/2020

SUMMARY

These Instructors will be utilized as primary or assistant instructors working under the guidance of an experienced Fire Instructor II. They can be used to assist or, at times, directly provide classes, including both classroom instruction and/or lab/fire ground training activities.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues





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- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide instruction, direct and/or evaluate students through skills practices in the proper procedures for safe and effective use of firefighting/fire protection equipment.
- Prepare fire protection training lab sessions with the proper amount of materials and equipment necessary to effectively teach or evaluate firefighting skills for each student.
- Maintain current working knowledge of fire service practices and fire science education curriculum.
- Maintain a safe lab environment during skills training and evaluation sessions.
- Drive and operate firefighting apparatus. Demonstrate proper procedures for effective use of firefighting tools, equipment and apparatus.
- Direct students through lecture or skills practice in the proper procedures for fire suppression activities, rescue, fire inspection, and hazardous materials response.
- Maintain current working knowledge of firefighting practices and fire commission curriculum requirements.
- Assure each lab has the proper amount of materials or equipment for each student.
- Perform other duties as assigned.
- Perform all duties and maintain all standards in accordance with policies, procedures and the Firefighter Code of Ethics.

SUPERVISORY RESPONSIBILITIES

This is a non-supervise position. However, this position will have a leadership in student development and will have responsibility for leading teams.



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EDUCATION and/or EXPERIENCE

Fire Service experience desired. Pro Board Certification as a Fire Instructor I course to NFPA 1021 standard is required. Knowledge of NFPA standards is required, especially NFPA 1000 and 1001.

SPECIAL KNOWLEDGE, SKILLS and ABILITIES

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be able to work calmly under stressful situations. Knowledge of firefighting and rescue methods, and fire department practices

- Knowledge of fire science
- Knowledge of fire commission curriculum
- Skills to demonstrate use and maintenance of equipment and tools in a safe and correct manner
- Interpersonal skills to communicate with the student, staff, faculty and general public in a courteous and professional manner
- Skill in fire ground operation
- Ability to deliver instructional presentations
- Ability to make timely decisions appropriate to the situation, circumstances and facts at hand
- Ability to deal in a fair and courteous manner with a variety of individuals
- Ability to drive and operate fire apparatus
- Ability to provide instruction and evaluate students
- Ability to prepare fire prevention training lab

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.





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CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator Course.
- Fire Instructor I Pro Board Certification. NFPA 1021

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials. The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.

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Employee

Date

Department Head/Elected Official

Date

Human Resources

Date



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5.3 – Fire Instructor II

Funding: Not Currently funded. This is paid-by-the call reserve position. Paid by the hour for call out and training. Some funding may be recouped through tuition fees.

York County Government Position Description

Job Title:	FIRE INSTRUCTOR II
Department:	Fire & EMS Assistance Office
Reports to:	Chief Fire Instructor
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	1/2020

SUMMARY

These Instructors will be utilized as Lead Instructors classes for which they have completed required train-the-trainer programs. They will also serve as Program Coordinators for courses requiring extensive coordinator or management.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the





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knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate, organize and arrange the necessary facilities, equipment, personnel and other resources for course delivery.
- Provide instruction, direct and/or evaluate students through skills practices in the proper procedures for safe and effective use of firefighting/fire protection equipment.
- Prepare fire protection training lab sessions with the proper amount of materials and equipment necessary to effectively teach or evaluate firefighting skills for each student.
- Maintain current working knowledge of fire service practices and fire science education curriculum.
- Maintain a safe lab environment during skills training and evaluation sessions.
- Drive and operate firefighting apparatus. Demonstrate proper procedures for effective use of firefighting tools, equipment and apparatus.
- Direct students through lecture or skills practice in the proper procedures for fire suppression activities, rescue, fire inspection, and hazardous materials response.
- Maintain current working knowledge of firefighting practices and fire commission curriculum requirements.
- Assure each lab has the proper amount of materials or equipment for each student.
- Perform other duties as assigned.
- Perform all duties and maintain all standards in accordance with policies, procedures and the Firefighter Code of Ethics.

SUPERVISORY RESPONSIBILITIES

This is a non-supervise position. However, this position will have a leadership in student development and will have responsibility for leading teams.

EDUCATION and/or EXPERIENCE

Meets the education and experience for a York County Fire Instructor I. Pro Board Certification as a Fire Instructor II course to NFPA 1021 standard is required. Working knowledge of NFPA standards is required, such as but not limited to NFPA 1000, 1001, 1002, 1006, 1403, and others. Working knowledge of Maine Bureau of Labor Standards Compliance Directives, required.

SPECIAL KNOWLEDGE, SKILLS and ABILITIES





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This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be able to work calmly under stressful situations. Knowledge of firefighting and rescue methods, and fire department practices

- Knowledge of fire science
- Knowledge of fire commission curriculum
- Skills to demonstrate use and maintenance of equipment and tools in a safe and correct manner
- Interpersonal skills to communicate with the student, staff, faculty and general public in a courteous and professional manner
- Skill in fire ground operation
- Ability to deliver instructional presentations
- Ability to make timely decisions appropriate to the situation, circumstances and facts at hand
- Ability to deal in a fair and courteous manner with a variety of individuals
- Ability to drive and operate fire apparatus
- Ability to provide instruction and evaluate students
- Ability to prepare fire prevention training lab

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator Train-the-Trainer Course.
- Fire Officer I Pro Board Certification. NFPA 1041
- Fire Instructor II Pro Board Certification. NFPA 1021
- Live Fire Training Train-the-Trainer. NFPA 1403
- MFSI Train-the-Trainer Courses.





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PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Date

Department Head/Elected Official

Date

Human Resources





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Proposal

5.5 – Fire Instructor Cadre Training Officer

Funding: Not Currently funded. This is reserve position. Paid by the hour to deliver training programs. Some funding may be recouped through tuition fees.

York County Government Position Description

Job Title:	FIRE INSTRUCTOR CADRE TRAINING OFFICER.
Department:	Fire & EMS Assistance Office
Reports to:	Chief Fire Instructor
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	01/2020

SUMMARY

This position is responsible for assisting the Chief Fire Instructor in managing, organizing and coordinating all Fire Instructor Cadre training activities and requirements. Plans and executes a team training program to ensure cadre members are competent and prepared. Monitors medical readiness of team members ensuring members are in compliance with medical surveillance requirements.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards





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- Maintains appropriate customer relations

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of Maine Bureau of Labor Standards requirements as pertinent to first responders.

Develop training plans and programs.

SUPERVISORY RESPONSIBILITIES

This position can supervise up to 30 plus non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems.

Current on industry standards, Federal and State regulations and laws.

EDUCATION and/or EXPERIENCE

Meets the education and experience requirements of a York County Fire Instructor II.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy.

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY



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Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Firefighter II.
- Fire Instructor II.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with Medical Surveillance Program or Respirator Protection Program is a mandatory requirement per OSHA 1910-120 or 1910-134.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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Employee _____
Department Head/Elected Official _____
Human Resources _____

Date _____
Date _____
Date _____



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Proposal

5.6 – Chief Fire Instructor

Funding: Not Currently funded. This is reserve position. Paid by the hour to deliver training programs. Some funding may be recouped through tuition fees.

York County Government Position Description

Job Title:	CHIEF FIRE INSTRUCTOR.
Department:	Fire & EMS Assistance Office
Reports to:	Fire Administrator
Class Code:	Reserve Employee
FLSA Status:	Non-Exempt
Prepared By:	Chief Fire Administrator
Prepared Date:	01/2020

SUMMARY

This position is responsible for assisting the Fire Administrator in managing, organizing and coordinating all fire and EMS training and professional development programs. Supervises county fire instructors. Oversees, medical readiness, course delivery, logistics, recruiting, equipment maintenance and inventory. Provides community out-reach to local businesses, emergency response agencies and local governments.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations





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QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of Maine Bureau of Labor Standards requirements as pertinent to first responders.

Develop training plans and programs.

SUPERVISORY RESPONSIBILITIES

This position can supervise up to 30 plus non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems. Current on industry standards, Federal and State regulations and laws.

Oversees the day-to-day administration, operations and readiness of team equipment and personnel. Ensure operating procedures are current.

Participates in a rotational on-call schedule. Supervises and coordinates team call-outs. Liaison with local incident commanders. Fits into an Incident Command System as the Investigations unit leader.

EDUCATION and/or EXPERIENCE

Fire service supervisory experience required. Experience as a Chief Fire Officer, Fire Instructor is highly desired. Fire Officer II (NFPA 1021) certification desired. Fire Instructor II (NFPA 1021) certification required. Firefighter II (NFPA 1001) certification required. Knowledge of NFPA standards necessary. 5-years' experience as a firefighter required.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be familiar with the investigative process.





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LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Fire Instructor II.
- Fire Officer II.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee _____
Department Head/Elected Official _____
Human Resources _____

Date _____
Date _____
Date _____

DRAFT



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Alfred, ME 04002



ENCLOSURE (6) PLANS REVIEW

Directive 2142

Draft

Subj: PLANS REVIEW PROGRAM, Organization of

Reference: (a) MSRA Title 25 Part 6 Chapter 317

(b) MSRA Title 30-A ss 2201

(c) MSRA Title 25 ss 2450

(d) Maine Archives Records Retention Schedules

1.0) Purpose. The purpose of this directive is to document the organization and administration of a Plans Review Program.

2.0) Background.

3.0) Mission.

Promote fire and life safety by review and enforcement of applicable codes, rules, regulations, statutes, ordinances and other directives adopted by the State of Maine or municipalities in York County.

4.0) Administration and Operations.

4.1) Plans Examiner. The Plans Examiner is responsible to the CFA for the management of a plans review program within a developing community risk reduction program.

4.2) Operations: a) In accordance with Reference (a) and under an agreement between the County and the State Fire Marshal, the York County Plans Examiner conducts reviews of submitted building plans. Such reviews are conducted as directed by State Law, rules of the State Fire Marshal, applicable building, fire and life safety and other codes as adopted by the State of Maine, or by ordinance or policies as adopted by participating municipalities.

b) The Plans Examiner performs plans review for communities within York County that have entered into such an agreement with the County. Authority for such agreements is in Reference (b). The County Fire Administrator approves methods for processing proposed plans.

c) Fees for such plans review will follow requirements of Reference (c).

5.0) Plans Review Staffing Positions.

Plans Examiner: Performs fire and life safety plans review according to rules of the State Fire Marshal, codes, laws and ordinance adopted by local and state government.

Training Level: Plans Examiner qualified to NFPA Standard 1031/*Standard for Professional Qualifications for Fire Inspector and Plan Examiner*.



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7.0) Records and Reports: The Plans Examiner shall ensure proper documentation of plans review and compliance inspections. Prepare necessary reports for the local Fire Chief, Code Enforcement Officer, State Public Safety Inspector and any others authorized to receive such reports. Documents and records are properly reported, stored and maintained in accordance Reference (d).

Proposal

6.1 – Fire & Life Safety Plans Examiner

Funding: Not Currently funded. Some funding may be recouped through plans review fees.

York County Government
Position Description

Job Title: FIRE and LIFE SAFETY PLANS EXAMINER
Department: Fire & EMS Assistance Office
Reports to: Chief Fire Administrator
Class Code:
FLSA Status: Non-Exempt
Prepared By: Chief Fire Administrator
Prepared Date: 1/2020

SUMMARY

A Fire and Life Safety Plans Examiner conducts review and construction plans and project to ensure compliance with Maine Fire and Life Safety Codes. Approves or disapproves projects based on code compliance. The Examiner also conducts follow up inspections during construction to ensure compliance. Coordinates with local code enforcement officials and the State Fire Marshal.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,





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and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs duties of the Plans Examiner in accordance with applicable State Law, Rules of the State Fire Marshal and agreements made between the County and State and between the County and local municipalities.
- Reviews and interprets architectural plans and specifications of new construction, additions and renovations of places of public assembly, residential, non-residential, commercial, non-commercial use, and other structures to ensure occupant safety.
- Reviews and analyzes plans and specifications for fire escapes, fire alarm systems, sprinkler systems, in order to ensure compliance with Federal, State and local codes, regulations, rules, statutes and ordinance.
- Conducts classes and provides training to local fire, codes and law enforcement officials as well as local businesses.
- Advised staff and local municipal authorities, local property owners, business owners, general contractors and others in fire protection and life safety matters in order to resolve planning or construction problems.
- Issues formal written approvals and construction permits in order to allow constructions to begin.
- Maintains a liaison and working relationship with the State Fire Marshal's Office and local code enforcement officials.
- Recommends allowance or denial of occupancy of completed construction in accordance with applicable codes, rules, regulation, ordinance and other requirements, in order to ensure standards are met.
- Resolves questionable architectural design plans, specifications, building construction materials, interior finishes, and other fire and life safety code problems in order to ensure problems are corrected.
- May be assigned to other duties within the Community Risk Reduction field to include fire cause determination.

SUPERVISORY RESPONSIBILITIES

This is a non-supervise position. However, this position will have a leadership role from time-to-time and may have responsibility for leading team actions.

EDUCATION and/or EXPERIENCE

Fire Service or code enforcement experience required. Plans Examiner Certification to NFPA 1031 by National Pro Board or National Fire Protection Association required. Certification as a Fire Inspector II (NFPA 1031) desired. Knowledge of Community Risk Reduction programs (NFPA 1300) and Urban Wildland Interface challenges desired.





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SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills and intermediate computer literacy. Must be able to work calmly under stressful situations. Will interact with local municipal officials, state and federal officials, general contractors, builders, project managers and the local public. Must possess working knowledge of building codes, fire and life safety codes as adopted by the State of Maine and local authority.

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Fire & Life Safety Plans Examiner.
- Fire Inspector II.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program may be a requirement per OSHA 1910-120.





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WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee

Date

Department Head/Elected Official

Date

Human Resources

Date





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ENCLOSURE (7) COMMUNITY RISK REDUCTION PROGRAM CONCEPT

PROPOSAL

SUBJ: Community Risk Reduction

Ref: (a) NFPA 1300/*Standard on Community Risk Assessment and Community Risk Reduction Plan Development*
(b) Community Risk Reduction Planning Guide.

1.0) **Definitions:** **Community Risk Reduction (CRR)**, is the identification and prioritization of risks followed by the coordinated application of resources to minimize the probability or occurrence and/or the impact of unfortunate events. <https://strategicfire.org/> In years past, community risk reduction was referred to as fire prevention. CRR takes a broader more pro-active approach to fire prevention and life safety. CRR encompasses code enforcement & compliance, inspection and public education to enhance safety.

Wildland-Urban Interface (WUI), is the area where homes are built near or among lands prone to wildland fire. In Maine, fire departments might refer to wildland fires as brush fires, woods fires or forest fires. The increase in the WUI threat has been steep because of continued development and exposure. <https://www.wildlandfirersg.org>

2.0) Program Concept:

In York County, a CRR program would contain our existing Youth Fire Safety Program and may expand into other areas such as;

- Fire and Fall Safety for older adults.
- Plans Review & Fire/Life Safety Inspections.
- Urban/Wildland Interface.

Creation of a CRR program would bring existing programs into York County. The Maine Forest Service, Maine Fire Marshal's Office, National Fire Protection Association and the U.S. Fire Administration have programs readily available for delivery.

3.0) **Budget:** Figures for the cost of such a program still must be gathered. Some funding options that may be available are; FEMA AFG grants, Fees for service from plans review and other grant opportunities.

4.0) **Development:** More research needs to be done to establish such a program. Identification of funding needs and sources, along with creation of job description and staffing requirements needs to be completed. Agreements with local communities for the purposes of fire/life safety inspections and plans review will need to be developed. Also, agreements with the State Fire Marshal will need to be arranged.





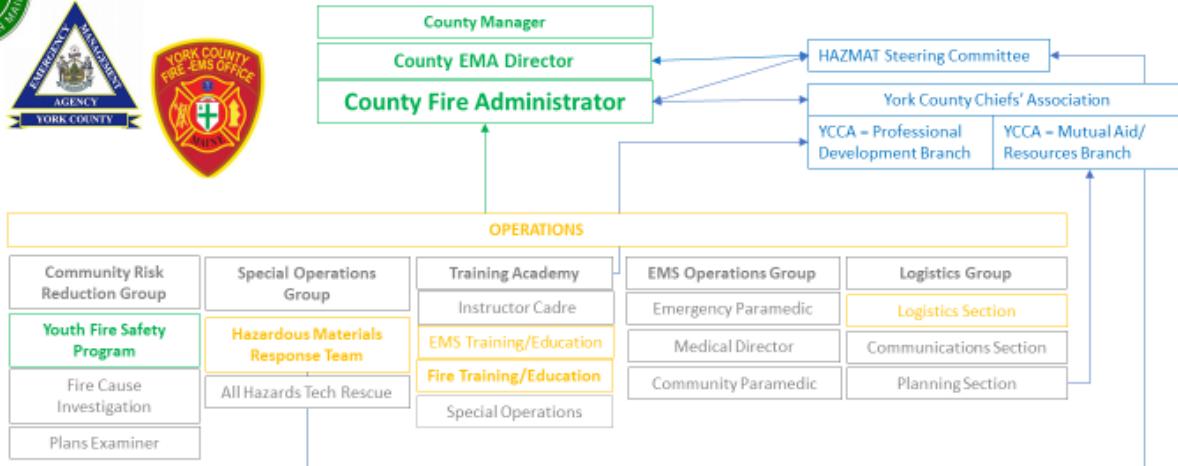
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Enclosure (8)
Organization Chart with build-out.



February 2020



Green: Functioning programs.
Yellow: In process of organizing or, partially operational.
Red: Organized, but Not Mission Capable.
Grey: Not Active/Conceptual.
Blue: Liaison/Advisory

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Enclosure (9)

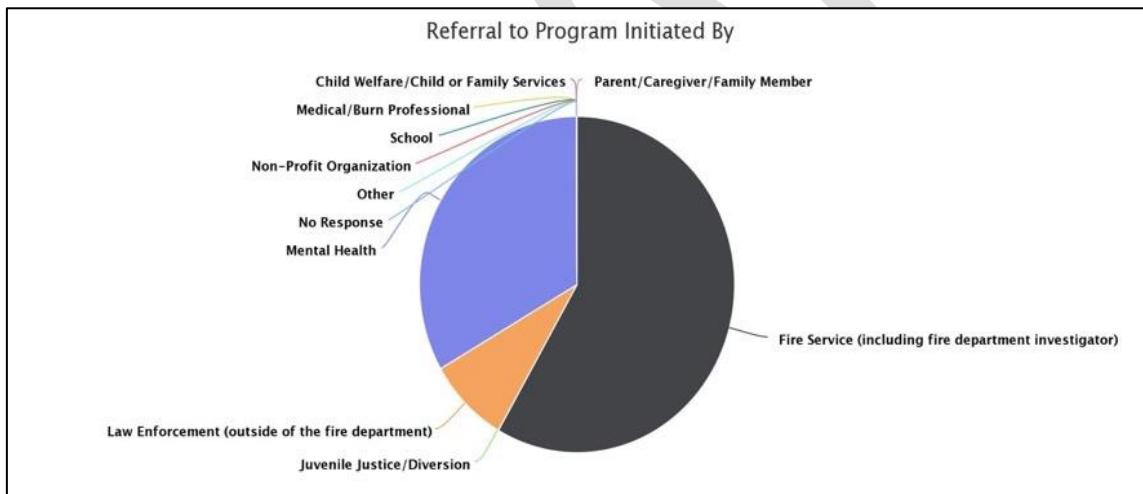
Youth Fire Safety Program
2019 Program Report

Program Overview

- 12- Youths enrolled within fire safety program
- 35- Educational / interventional sessions provided
- 9- Clinical supervision sessions attended
- 5- Pine Tree Burn Foundation interactions
- 2- Community Partners Protecting Children interactions
- 7- Youth Fire Safety Collaborative interactions- Cumberland / Oxford
- 1- York County Fire Chiefs' meeting

Referral Sources

- Fire Service referrals remain the primary source, though behavioral health referrals appear to be a growing source of referrals.



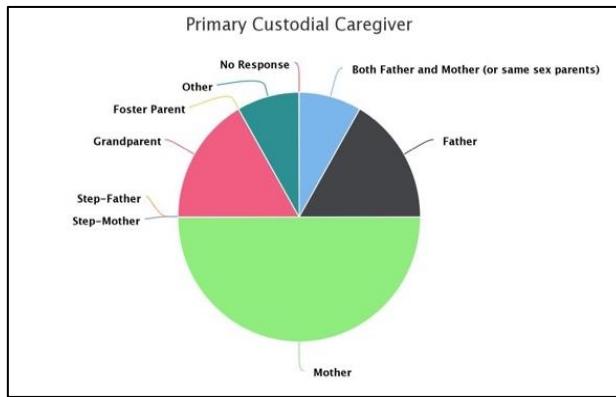
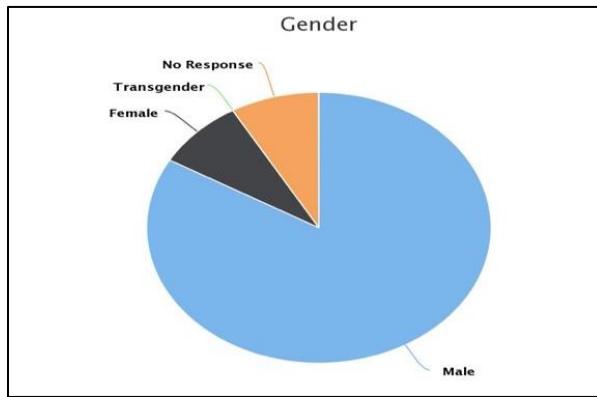
Referral Demographic

- Males remain the primary referral gender making up 92% of cases.
- Mothers as sole primary caregivers make up 50% of referrals, while grandparents serve as primary caregivers in 17% of referrals.



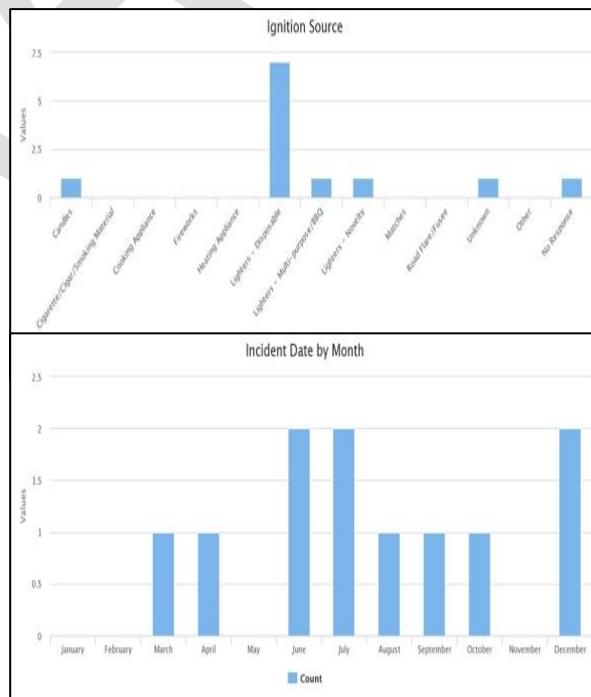
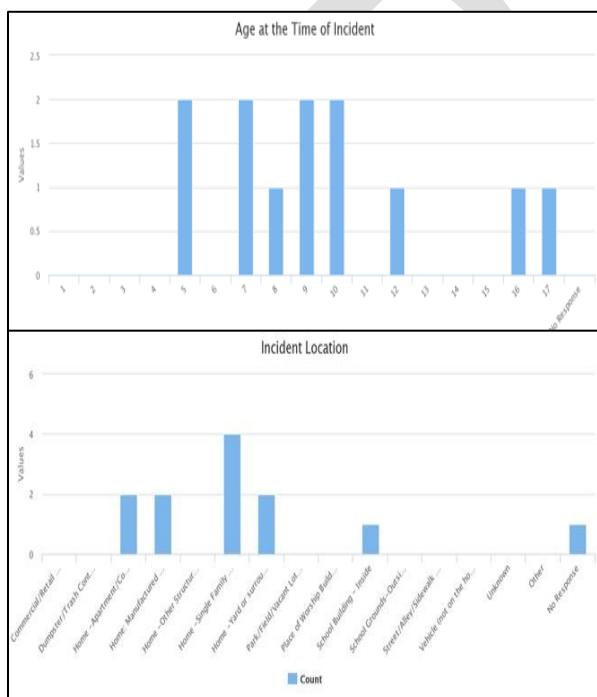


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Referral Locations and Incidents

- Referred youth range from 5-17 years of age
- Disposable lighters remain the primary source of ignition
- The home environment remains the primary location of fires
- June, July, December represent the months most youth fires occurred



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York County Communities Served

- Berwick- 1 Referral
- Buxton- 1 Referral
- Cornish- 1 Referral
- Lebanon- 1 Referral
- Lyman- 1 Referral
- Sanford- 5 Referrals
- Saco- 1 Referral
- Waterboro- 1 Referral

Program Achievements

- Development of a Youth Fire Safety Program policy and procedures manual
- Development of job descriptions that incorporate NFPA 1035 standards
- Update of program releases
- Received authority to conduct YFPI-I certification from SMFMO & MFSI
- Developed curriculum supports for Fire & Life Safety Educator I
- Redesigned educational boxes and tools
- Attended Shriners Burn treatment facility training, education, & tour
- Developed relationship, expectations, and implementation strategies with the York County Office of Fire & EMS Assistance
- Develop strategies for budget with the York County Office of Fire & EMS Assistance

Outreach & Collaborative Efforts

- Provided two-day Youth Firesetter Prevention & Intervention (YFPI) program (25 participants)- Oxford, Maine
- Re-established relationship with both Old Orchard Beach & Limerick Fire Departments' as new staff members were added to youth fire safety initiatives.
- Re-established relationship with York County Assistant District Attorney's Office
- Attended and provided information at the Maine School Resource Officer's Conference
- Participated in Buxton and Hollis Fire Departments' Open House events
- Participated in York County Emergency Management Agency's Open House



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- Re-established ongoing relationship with American Red Cross Smoke Alarm Outreach Coordinator.
- Collaborated with Cumberland County to develop the hiring of a Cumberland County Youth Fire Safety Administrator
- Collaborated with Oxford County to develop framework, documentation, and education to aid in the development of an Oxford Youth Fire Safety Collaborative
- Collaborated with Maine Fire Service Institute (MFSI), Pine Tree Burn Foundation (PTBF), and the York County Office of Fire & EMS Assistance in the development and implementation of a Fire & Life Safety Educator- I program to be presented in the spring of 2020.
- Developed relationship with Southern Maine Community College Fire Science Program
- Developed relationship with local sign language interpreter. This relationship will provide for immediate filling of interpretive roles in future client interactions.

Needs Assessment: Personnel/Staff, Training, Material, Financial

- The program staff are in need of Youth Firesetter Prevention & Interventionist- II to comply with best practices. It is intended the training will occur this year for program staff.
- The program staff will be attending Fire Life Safety Educator I as student instructors. This will allow staff to present the Fire Life Safety Educator I program on a regular basis in collaboration with the York County Office of Fire & EMS Assistance.
- The flexibility requirements are growing for both the needs of program and program staff. Consideration of stipend positions with the development of well-defined benchmarks with regular oversight from the York County Office of Fire & EMS Assistance.
- Acquisition of a contracted educator to develop standardized program fire safety education. This would be a temporary assignment and would close upon completion of educational program development.



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Program Goals for 2020

- Delivery and implementation of Fire Life Safety Educator I within York County
- Delivery of Youth Firesetter Prevention & Intervention Program- Fall 2020
- Development of outreach videos to be disseminated on social media platforms
- Development of standardized curriculum for youth fire interventions in concert with a selected educator.
- Receive certification for installation of American Red Cross specialized alarm installation for children who are deaf (i.e. bed shaker alarms)
- Receive certification in the presentation of both BIC Fire Safety Box and Remembering When programs in collaboration with the Pine Tree Burn Foundation.
- Develop burn outreach in partnership with the Maine State Fire Marshall's Office and Sanford Regional Vocational School.
- Reestablish relationships among fire and police chiefs within York County. The last initiative was done in 2016 yielding improved relationships and referrals.
- Continued outreach to behavioral health and community partners through workshops and local community venues.

