

# LOW RISK/HIGH FREQUENCY

BARABOO FIRE DEPARTMENT

POLICY



**SUBJECT:** EMPLOYMENT REQUIREMENTS

**POLICY NO.:** 100.03

**EFFECTIVE DATE:** 04/21/2014

**SUPERSEDES:** 08/16/2010

**REVIEWED/UPDATED:** 04/14/2014

**RESOLUTION NO.:** NA

**APPROVAL:**

*Kevin G. Stieve*  
Kevin G. Stieve, Fire Chief

## PURPOSE

The purpose of this policy is to establish initial and continuous employment requirements and standards.

## RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this policy.
2. All firefighters have the responsibility to learn and follow this policy.

## DEFINITIONS

1. Full-time Employee - A member hired by the City of Baraboo and assigned to work for the Baraboo Fire Department. Such employee is subject to the provisions for full-time employees, as found within the City of Baraboo Policy and Procedure Manual For Employees Not Covered By Bargaining Agreements.
2. Paid-per-Call Employee - A member hired by the City of Baraboo and assigned to work on call for the Baraboo Fire Department. Such employee is subject to the provisions of the Fire Department's Policy and Procedure Manual.
3. Active Member in Good Standing - An active member in good standing is one who has passed his/her probation period and not under any disciplinary action.

## POLICY

- A. Eligibility Requirements - to be eligible for employment with the Department, the applicant must:
  1. Be A United States Citizen
  2. Be over 18 years of age
  3. Be a High School graduate, or equivalent
  4. Possess and maintain a valid Wisconsin driver's license
  5. Live within 15 miles of the fire station as measured by public roadways.
  6. Subject to s. 111.321, 111.322, and 111.325 Wisconsin Statutes, have no criminal convictions or pending criminal arrests
  7. Shall satisfy the Department's minimum qualifications as to physical and educational qualifications and experience.
- B. Application Process
  1. Each applicant shall be required to take part in a series of progressive steps to measure the applicant's ability to perform as a firefighter. The following sequence will be used in the hiring process:
    - a. The applicant shall complete a Baraboo Fire Department employment application
    - b. The applicant shall be interviewed by the Department's Interview Committee.
    - c. The applicant shall take a physical ability examination related to firefighter tasks. This exam is administered by a third party. The exam uses a pass/fail scoring system.

- d. The applicant shall undergo background investigation and records check
- e. The applicant shall be interviewed by the Fire Chief with a possible conditional offer of employment given to the candidate.
- f. The Offer of Employment Letter must be signed by the applicant
- g. The applicant must agree to the Condition of Employment Agreement– Training Expenses
- h. Upon conditional offer of employment the applicant shall pass a physical and medical examination including drug screen by the Fire Department's physician, based on national guidelines (NFPA 1582)
- i. Initial orientation checklist (Attachment A) is completed and equipment is issued
- j. Personal data entered into computer system and all required employment forms completed
- k. Department Officer and mentor are assigned to individual.
- l. Department Policies and Guidelines are issued
- m. Failure of any one of the tests may result in the termination of the applicant's right to continue with the hiring process.
- n. Upon passing medical and physical examinations, the employment of the member is subject to approval by the Police and Fire Commission
- o. If no positions are currently available, an eligibility list will be established as approved by the Police and Fire Commission.
- p. A *Paid-per-Call Firefighter Selection Process Manual* is created and adopted by the Police and Fire Commission. It shall serve as a supplemental tool to this policy and other policies related to hiring Paid-per-Call Firefighters.

#### C. Probationary Period

1. Each person hired shall be placed on probation and shall remain on probation until one (1) year from the date the person is certified as a Wisconsin Firefighter Level 1. If a person is already certified in Wisconsin Firefighter Level 1 or higher at the time of hiring, the recruit will serve a one (1) year probationary period commencing on the date of hire.
2. Annually and at the end of the probationary period, the recruit firefighter shall be evaluated for continued employment with the Department. The evaluation procedure shall be completed by the Fire Chief and/or the Company Officers. Below standard performance or the inability to meet active status requirements will be grounds for termination, or extending the probationary period.
3. Probationary members will be assigned to a company. It shall be the responsibility of the Fire Chief, the Deputy Chief, Assistant Chief, Captain and Lieutenant of each respective company to maintain written performance records of the individual for all incident call responses training and meetings.

#### D. Authorized Emergency Response

1. Newly appointed Department members shall respond to calls for service. Their participation in incident activities shall be limited to the training and experience gained thus far through employment.
2. Newly appointed members shall not ride the first or second due apparatus unless authorized by Chief or Company Officer.

#### E. Active Status

1. To maintain eligibility for continued employment with the Department, the following requirements must be maintained by all Department members:
  - a. Respond to at least 25% of all incident calls

- b. Attend at least 80% of all fire meetings and training unless excused by the Chief, Deputy Chief or Assistant Chiefs.
- c. Reside at all times of employment within 15 miles of the fire station, as measured by public roadways.
- d. Participate in other Fire Department activities. This would include activities such as Fire Department Open House, vehicle or station maintenance, or any other department activity recognized and authorized by the Fire Chief.
- e. Maintain a valid Wisconsin Driver's License - In addition, any and all moving traffic violations MUST be reported in writing to the Fire Chief (including, but not limited to speeding, driving while under the influence, etc.) as well as any changes in your Wisconsin Driver's License.
- f. ANY illnesses or injuries incurred, that could impact employment abilities, MUST be reported to the Fire Chief in writing within 24 hours of the injury or illness.
- g. Periodically, maximum of two (2) years, complete the medical physical examination conducted by the department physician (see Policy 200.02).
- h. Annually be evaluated for the proper "fit-test" wearing self-contained breathing apparatus (see Policy 200.04).

#### F. Non-Active Status

1. Any member who does not maintain their active status shall be notified by the Fire Chief by certified mail, return receipt, that they must within 30 days after the date of mailing of such notification, explain their absence to the Chief. If the Chief is satisfied with the explanation of absence, the individual shall be reinstated to active status. If a satisfactory explanation is not provided, the member shall automatically go to inactive status at the end of the 30-day period. Examples of an unsatisfactory explanation include, but are not limited to, the following:
  - a. Failure to comply with the request
  - b. Failure to notify the Fire Chief of prohibition by employer
  - c. Failure to notify the Fire Chief of illness or injury
  - d. Failure to notify the Fire Chief of absence from the City of Baraboo or response area
  - e. Failure to notify the Fire Chief of other personal reasons prohibiting member from maintaining active status

#### G. Retirement

1. The mandatory retirement age for a Paid-per-Call Firefighter shall be 65 years of age. The Fire Inspector is required to be a Paid-on-Call Firefighter as a result of his/her position description. **(This rule shall apply to any Fulltime Fire Inspector hired after January 1, 2012.)**

#### H. Unavailable Times

1. It is necessary to ensure adequate staffing levels at all times for incident call responses. It is especially critical during holidays and seasonal events. Department members shall:
  - a. Call into ***IamResponding.com*** when responding to incident responses.
  - b. Use ***IamResponding.com*** to log when members are not available
  - c. Notify the Fire Chief when unavailable for incident call response when absence is for a period of two or more days due to illness, out of area or any other reason.

- I. A request for membership on other fire departments shall be in written form to the Fire Chief with a full explanation of justification. The final determination for authorization is made by the Fire Chief.

# ATTACHMENT A

BARABOO FIRE DEPARTMENT

POLICY



**SUBJECT:** Employment Requirements – INITIAL ORIENTATION CHECKLIST

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Kevin G. Stieve, Fire Chief

- Offer of Employment Letter
  - Stressing the commitment
  - Signature required
- Condition of employment Agreement – Training Expenses
- All employment forms
  - City of Baraboo Drug Free Work Place Policy
  - City of Baraboo Employee Information Sheet
  - Department of Justice Form I-9
  - Wisconsin Withholding Exemption Certificate/New Hire Reporting
  - W-4 Form
  - Copies of DL and Social Security Card
  - Copy of High School Diploma
- Emergency Contact Information Packet
- Policies and Guidelines
  - CD Rom
  - Web based
- Company Officer and Mentor assigned \_\_\_\_\_
- Review Orientation Book
  - Page by page review
  - Emphasize the reports for payroll
- ID Numbers available \_\_\_\_\_
- 25% rule covered
- Driving to fire station
- Availability sheet given to each one
- Gear issued to them minus SCBA mask
- Door combination \_\_\_\_\_
- Enter information into Firehouse, Outlook and *IamResponding.com*
- Use of *IamResponding.com*
- Calendars – e-mail
- Formal Evaluations given, hopefully words of encouragement are given also throughout
- Committee List
- Explain Incident Report sheet and sign up procedure
- What is said here, stays here
- Helmet coloring system
- Alcohol consumption and response
- Representing Baraboo Fire Department all the time
- Different personalities
- Picture for I.D. Cards