



MARIPOSA COUNTY

Fire • 209-966-4330



RESOLUTION - ACTION REQUESTED 2021-136

MEETING: March 16, 2021
TO: The Board of Supervisors
FROM: Mike Van Loben Sels, Acting Fire Chief
RE: Volunteer Position Descriptions Within Mariposa County Fire

RECOMMENDATION AND JUSTIFICATION:

Approve Volunteer Position Descriptions for Volunteer Firefighter, Medical Responder, and Support Member.

Mariposa County Fire Department volunteers serve as either firefighters, medical responders or support members. Though this has been true for many years, there have not been official descriptions for these volunteer positions. Staff is now recommending approval of job descriptions to help clarify volunteer roles, training and requirements.

Staff is recommending three volunteer positions in the Fire Department: Volunteer Firefighter, Medical Responder, and Support Member. Each position has different roles, responsibilities and expectations. Within these positions internal rank structure may apply to assist with span of control, accountability, volunteer member support, emergency scene management, and training. Approval of these position descriptions will also allow fire to move forward with continued use of Medical Responders and Support Members.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Resolution 2021-57 approved a policy requiring medical physicals for volunteer firefighters.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve and there will continue to be no formal recognition of different position descriptions that support the needs of Mariposa County Fire.

ATTACHMENTS:

VOLUNTEER FIREFIGHTER position description (PDF)
SUPPORT MEMBERS position description (PDF)
MEDICAL RESPONDER position description (PDF)

Resolution - Action Requested 2021-136

RESULT: ADOPTED [UNANIMOUS]
MOVER: Wayne Forsythe, District IV Supervisor
SECONDER: Miles Menetrey, District V Supervisor
AYES: Smallcombe, Sweeney, Long, Forsythe, Menetrey

POSITION DESCRIPTION

EMERGENCY MEDICAL RESPONDER (NON-FIREFIGHTING)

DEFINITION

Under general supervision of company officer at scene or higher level of medically trained personnel (such as EMT or Paramedic). An Emergency Medical Responder responds to medical aid calls; administers emergency medical care; and does other related work as directed. At no time shall a department member exceed their level of training

EXAMPLES OF DUTIES

Responds to emergency medical calls and non-emergency calls (not requiring training as a Firefighter) to assist as member of the Mariposa County Fire Department; operates medical equipment; radio use; cleans and maintains station quarters and grounds; cleans, maintains and tests emergency medical equipment; analyze situation quickly and reach sound conclusions; participates in appropriate training sessions; compiles and submits information such as Advisory Notices.

DISTINGUISHING CHARACTERISTICS

Medical responders provide emergency medical care while in emergency situations. The work requires an understanding of lifesaving methods gained through specialized training and through experience. Medical responders do not train on firefighting techniques and should not respond to fire or potential fire incidents such as vehicle accidents to perform the tasks of a firefighter. Medical responders are for medical response only or public assist non-emergency calls not requiring training as a Firefighter (or a possible fire hazard). Medical responders will not respond in a fire apparatus with water tank and pump without at least one trained/qualified firefighter Driver Operator with appropriate PPE who would be able to act on a fire if needed. Medical responders will not engage into the scene of a vehicle accident but can be available in an area away from the hazard to perform or assist in medical care with appropriate reflective PPE. Supervision is normally received from the company officer at scene or higher level of medically trained personnel (such as EMT or Paramedic).

QUALIFICATIONS

Minimum Knowledge, Skills, Abilities, and Personal Characteristics

Ability to remember and learn from oral instruction; to comprehend and learn from written material and follow written instructions; to analyze

situations quickly and reach sound conclusions; to remain calm and function effectively in emergency situations; to present information and ideas to individuals or groups working as an effective team member; to perform work activities which require endurance, balance, coordination, arm and shoulder strength, leg and back strength; to learn the terminology and procedures commonly utilized in an EMS setting, Willingness to work in a hazardous environment and risk personal safety if necessary, to learn and study on one's own time, to follow instructions,

Competency, Knowledge, Skills, and Abilities

Knowledge of applicable government codes, terminology and procedures used in fire and EMS settings, use of medical response equipment and medical protocols governing first responder field operations. Ability to remaining calm and function affectively in emergency situations.

Skills: Operating a variety of medical diagnostic equipment, performing basic life support patient assessments, providing complete patient status to responding ambulance personnel, treating injuries and symptoms as appropriate, preparing records and forms as requested or required.

Licenses/Certificates

Valid California driver's license.

Obtain Title 22-compliant Public Safety-First Aid and CPR or higher level of medical training and maintain certifications. Complete and maintain, hazardous materials awareness; confined space; trench awareness; carbon monoxide awareness; and basic scene safety training.

PHYSICAL QUALIFICATIONS

Candidates for Medical Responder may be required to meet such medical and physical standards as per department physicals policy to perform the above duties including patient movement, lifting or assisting patient movement.

Ability to sit, stand, walk, kneel, drive, and lift 50 pounds; exposure to heat, cold, extreme noise, outdoors, and available for on-call emergency response.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

POSITION DESCRIPTION

FIREFIGHTER

DEFINITION

Under general supervision, a Firefighter responds to rescue calls; performs firefighting duties, including combating, extinguishing, and preventing fires; and does other related work as directed. At no time shall a Department member exceed their level of training.

EXAMPLES OF DUTIES

Responds to emergency calls, fire alarms and non-emergency calls to perform arduous work as a member of a fire company; operates radio, and illumination generators; administers first aid; lays and connects hose lines; move charged hose lines; holds nozzles and directs water streams; carries, raises and climbs ladders; enters burning buildings to remove persons from danger or as a coordinated strategy/tactic to prevent further fire damage; performs salvage and overhaul tactics as directed; uses chemical extinguishers, axes, hooks, lines, power-driven tools, cutting torches and other equipment; ventilates by breaching walls or roofs inside/outside and on top of buildings to release heat and smoke; places salvage covers to prevent damage; overhauls and cleans up after a fire to prevent rekindling; checks fire scene for point of origin and source of ignition, and preserves evidence which may indicate arson or cause of fire; returns company equipment to its proper place before leaving the emergency scene; cleans and maintains station quarters and grounds; cleans, maintains and tests emergency equipment and apparatus, and participates in drills and training sessions; compiles and submits information on equivalent runs, accidents, and fire inspections. May perform as an apparatus operator if properly licensed and qualified.

DISTINGUISHING CHARACTERISTICS

Firefighters perform responsible rescue work and firefighting. The work requires an understanding of lifesaving and firefighting methods gained through a program of specialized training, and through experience. Duties may involve considerable physical exertion and potential risk to health and emergency readiness while wearing heavy protective equipment and Self Contained Breathing Apparatus. Supervision is normally received from the company officer or Incident Commander.

Minimum Knowledge, Skills, Abilities, and Personal Characteristics

Ability to visualize how mechanical things work and understand the interrelationship of parts; to remember and learn from oral instruction; to comprehend and learn from written material and follow written instructions; to read maps, diagrams, and plans; to keep records and complete forms; to analyze situations quickly and reach sound conclusions; to remain calm and function

effectively in emergency situations; to present information and ideas to individuals or groups working as an effective team member; to perform work activities which require endurance, balance, coordination, arm and shoulder strength, leg and back strength; to learn the terminology and procedures used in the fire service.

Willingness to work in a hazardous environment and risk personal safety if necessary, to learn and study on one's own time, and to take orders.

Knowledge of: applicable government codes, terminology and procedures used in the fire service, construction materials and principles, safety clothing, fire equipment and apparatus, use and maintenance of radio communications, electrical and natural gas emergency procedures, fire ground technology, watershed fires and fire handline construction, fire prevention, suspicious fire procedures, hose evolutions, the theory of combustion, rescue tools and techniques, radiological instrumentation, structural firefighting procedures, salvage, overhaul, ventilation, the buildings and streets within station boundaries, ropes and knots, hazardous materials.

Skills: Operating a variety of hand and power tools, identifying potential fire hazards, first aid treatment of injuries and burns, performing company evolutions, reading records and pre-fire planning forms.

Licenses/Certificates

Valid California driver's license.

Obtain and maintain Title 22-compliant Public Safety-First Aid and CPR certification or higher. Completion of department fire academy, Firefighter task book, and maintain all relevant/required training in accordance to SOG/Policy 2.5.5

PHYSICAL QUALIFICATIONS-ARDUOUS

Candidates for Firefighter may be required to meet such medical and physical standards as prescribed by County policy and the Department physician.

Ability to sit, stand, walk, run, kneel, crouch, stoop, reach, crawl, twist, climb, drive, and lift 70 pounds; exposure to heat, cold, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals and dust, toxic waste, mechanical hazards, explosive materials; and available for on-call emergency response.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

POSITION DESCRIPTION

SUPPORT MEMBERS (NON-FIREFIGHTING)

DEFINITION

Under general supervision of company officer or incident commander of emergency incidents, support members perform a wide variety of support functions for the department and emergency response personnel. Requests for support may be for but not limited to emergency incidents, county fire stations maintenance cleaning, equipment cleaning, public events, educational events, other supportive tasks as requested. Support members will not exceed their level of training and are not there to engage in the mitigation of emergencies. They are there for support purposes only and will keep themselves out of hazardous situations.

EXAMPLES OF DUTIES

Responds to emergency calls and non-emergency calls to support as a member of Mariposa County Fire Department; operates rehabilitation function, accountability/passport system, communicates on radio as needed; sets up scene lighting and generator (outside hot zone), assists Incident Commander with ICS to level of training, change and fill SCBA bottles, scene traffic control; cleans and maintains apparatus, cleans and maintains station quarters and grounds; compiles and submits information such as Advisory Notices, and participates in appropriate training related to being a support member.

Works on special projects, Prevention/Community Education and outreach, Incident support functions that may include Logistics, Planning, Information, Finance.

If qualified may assist in the movement of apparatus or water tender if the apparatus is clearly labeled Out of Service with no expectation of taking mitigating action on an incident.

DISTINGUISHING CHARACTERISTICS

Support members perform supportive tasks at emergency and non-emergency incidents and work environment within their scope of training and qualification. Support members do not respond as an emergency responder, engage in mitigation activities, or provide services other than supportive in nature. Support members will work in the least hazardous environment possible at an emergency scene and don reflective PPE when appropriate. Support members are not considered firefighters or medical responders and should not be asked nor expected to perform the duties as such. Supervision is normally received from the company officer or Incident Commander.

Minimum Knowledge, Skills, Abilities, and Personal Characteristics

Ability to remember and learn from oral instruction; to comprehend and learn from written material and follow written instructions; to analyze situations quickly and reach sound conclusions; to remain calm and function effectively in emergency situations; to learn and study on one's own time, to follow instruction and anticipate needs.

Competency, Knowledge, Skills, and Abilities

Knowledge of Incident Command System (ICS), applicable government codes, terminology and procedures used in the fire service, use of appropriate incident management equipment, and appropriate training and certification for assigned tasks.

Licenses/Certificates

Valid California driver's license

Obtain Title 22-compliant Public Safety-First Aid and CPR certification to respond to incidents and must maintain current certification thereafter.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.