



NOTICE OF EXAMINATION

ASSISTANT FIRE CHIEF

The East Haven Board of Fire Commissioners announces a promotional examination for the position of Assistant Fire Chief in the East Haven Fire Department. This is an exempt position.

TIME: To Be Announced
DATE: To Be Announced
PLACE: To Be Announced
SALARY: \$107,648

Duties: See attached job description

Qualifications: See the attached job description

Examination: The examination will consist of an oral assessment conducted by a panel of subject matter experts followed by an interview with the Honorable Board of Fire Commissioners. The successful candidate will be required to take a medical examination and drug screen.

All qualified candidates must submit a resume, cover letter, Connecticut Fire Academy transcript and copies of certifications to the East Haven Board of Fire Commissioners no later than September 14, 2021 by 4:00 PM. Resumes and cover letters will only be accepted electronically via email.

Email:

Lisa Mann Fire Department Confidential Secretary
lmann@easthavenfire.com



COMMUNITY & FIRE DEPARTMENT DESCRIPTION

The East Haven Fire Department is responsible for containing and extinguishing fires for the 13 square miles within its jurisdictional boundaries and also relies heavily but also provides mutual aid to 4 other contiguous communities. There is a population of 28,807 people in the Town of East Haven. Currently fire protection costs about \$200.42 per resident in the form of their property tax. East Haven is moderately densely populated with a population density of 2170 people per square mile, as compared to the State of Connecticut population of 679 people per square mile. There is a direct connection between population density, vulnerability and risk within our community. The demographic breakdown of this community is 77.3% white, 13.8% Hispanic and 8.39% other races and ethnicities

The East Haven Fire Department is budgeted for 52 sworn firefighters who respond on nearly 6000 calls for service annually and work within an all-risk department that in addition to providing traditional fire suppression, also provide advanced life support paramedics and participate as part of the New Haven Area Special Hazards Team which is a regional entity made up of several communities trained and equipped to respond to hazardous materials incidents. The East Haven Fire Department is also a hybrid department that is comprised of 4 volunteer companies providing an addition 60 volunteers trained at structural firefighting, hazardous materials operations and emergency medical services. Firefighters work out of 4 stations, three of which are combination and one is privately owned by the fire company. The East Haven Fire Department has an ISO Fire Protection Classification of Class 3. The East Haven Fire Department has strived to align its resources to comply with NFPA 1710. The on-duty shift is made up of 10 firefighters or firefighter paramedics, 1 Captain and 1 Battalion Chief, all supplemented by volunteer fire companies, there is a full-time Training Officer and Fire Marshal and a part-time Fire Inspector and Fleet Maintenance Technician. The East Haven Fire Department has done a very good job of maintaining a low civilian fire death rate with the last recorded civilian fire death in 2011. Similar to the rest of the nation, we have had a difficult time recruiting and more importantly retaining volunteer firefighters. Like many departments in the country the lion's share of our work is spent responding to calls for emergency medical services, yet the town has similar building and construction types to our urban neighbors, balloon-frame construction is very common and structure fires are labor intense and often problematic.

The Town of East Haven was evaluated by the State of Connecticut Homeland Security for vulnerabilities to critical infrastructure. This risk analysis identified that interstate commerce serviced by our roadways, pipeline, fuel storage and railway traffic are vulnerable to terrorist attack and natural disasters pose a significant threat and present a vulnerability to the town as well because of its coastal location. There are also private industrial sites such as the East Haven branch of the Gateway Terminal that have been identified as vulnerable to attack as well. As many of the smaller communities around us we rely heavily on mutual aid and interoperability is very important for us to work together seamlessly. Some equipment cannot be overlooked as common across all departments who work together from a mutual aid standpoint. Through



mutual and automatic aid agreements, the Department also assists the surrounding five municipalities and local fire departments covering an approximate 128 square miles, indirectly serving an estimated 279,237 residents in total.

The East Haven Fire Department protects critical infrastructure. The infrastructure that falls within our boundaries includes the East Haven branch of the Gateway Terminal and houses part of the Northeast Strategic Oil Reserve which is a 31-acre area having an oil storage capacity of 1.7 million barrels and is also connected by 2 sixteen-inch pipelines that span 1.5 miles to the New Haven waterfront. There is also a 3-mile section of the Algonquin Natural Gas Pipeline that runs through the town that supplies natural gas to other areas of the Northeast. Three major thoroughfares traverse the town. There is also a transatlantic shipping lane that is directly off the coast of East Haven, hazardous cargo is transferred along these shipping lanes. Additionally, the East Haven Fire Department protects Lake Saltonstall one of the region's largest water supply and treatment facilities, the lake itself holds 1.6 billion gallons of untreated water and accounts for 12% of the regions drinking water serving 400,000 customers. An 80 million gallons per day treatment plant is housed on a parcel of land in the towns east end and contains 107,262 pounds of sodium hypochlorite for water treatment. There are numerous confined spaces on the site, each of which presents a potential response for the fire service and requires state of the art self-contained equipment that our modest budget cannot replace.

The town has other significant transportation assets, anyone going into or out of New Haven from the East passes through the Town of East Haven along the Interstate 95 corridor, State Route 80, State Route 1, State Route 100, all of these road's lead to the New Haven Terminal which ships 10 million tons of cargo annually and handles 70% of all the home heating oil, gasoline, diesel, jet fuel, ethanol and biodiesel entering the northeast. These facts indicate that any hazardous materials leaving New Haven traveling northeast along the I-95 corridor pass through the town of East Haven on any one of these routes of travel. East Haven Fire Department also protects the Tweed Regional Municipal Airport, this is a busy commuter airport that since 1971 to present has had 4 aviation accidents, one in 1971 resulted in 28 fatalities which occurred shortly after takeoff and landed in a residential neighborhood, the most recent even was a crash of a large private aircraft into a private residence resulting in the deaths of 4 people. The increasing threat of terrorism has not been ignored in the Town of East Haven and the threat to military installations is a realistic concern for first responders. The Town of East Haven is home to a 138-acre \$25 million military training facility used by the Connecticut National Guard that has at any time 200 soldiers on base. The final piece of critical infrastructure that the East Haven Fire Department responds to is the Shoreline East Commuter Rail with a daily ridership of 1900 people nearly 700,000 passengers ride the Shoreline East Commuter Rail and pass-through East Haven on the way to New Haven.



Assistant Fire Chief Position Description & Requirements

OVERVIEW:

Under the general supervision of the Fire Chief, or in place thereof, the Assistant Fire Chief assists and directs the activities and operations of the Fire Department, including the activities of all career personnel and the operations of four volunteer fire companies. The Assistant Fire Chief is second in command of the entire Fire Department with all the authority and responsibility of the Fire Chief in the Fire Chief's absence. The Assistant Fire Chief's work is performed under the administrative direction of the Fire Chief and in accordance with the Fire Chief's orders and departmental rules, regulations and policies. The Assistant Fire Chief is responsible for the supervision of all personnel of the Fire Department.

REQUIRED EXPERIENCE:

- 10 years with the East Haven Fire Department and must currently hold the rank of Captain or above, or;
- 15 years of experience with a similarly sized or larger department, which includes ten (10) years of progressively responsible supervisory experience culminating at the rank of Battalion Chief or above; must be currently employed by a municipal, state or tribal fire department.

REQUIRED QUALIFICATIONS AND / OR CERTIFICATIONS:

- Connecticut Fire Academy Fire Instructor I or higher
- Connecticut Fire Academy Fire Officer I or higher
- Emergency Medical Technician (Current or prior service as a paramedic preferred)
- Fire Marshal Certified Preferred (Must become certified at earliest available opportunity)
- Valid Connecticut Motor Vehicle Operators License or ability to obtain it within 90 days. Clean driving history required. All previous violations will be evaluated on a case-by-case basis.

SPECIAL REQUIREMENTS:

- The Assistant Fire Chief shall reside within 10 miles of the East Haven Fire Department Headquarters.

KEY DUTIES

The Assistant Fire Chief directs all functions of the Fire Department, as designated by the Fire Chief and in the absence of the Fire Chief, and formulates and prescribes work methods for all areas of the Department with the approval of the Fire Chief. Responsibilities include functioning as commander of all divisions, performing management control duties such as scheduling,



assigning, overseeing and reviewing work of all subordinate personnel. The Assistant Fire Chief also serves as the Deputy Fire Marshal.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

The Assistant Fire Chief must have the ability to perform the following tasks and responsibilities:

- Commands a fire scene, including planning attack, directing companies in fire attack and directing rescue operations utilizing a unified or single command system and is able to work within both,
- Implements NIMS and ICS when commanding a fire scene, which requires a thorough understanding of both systems;
- Administers the activities of a municipal fire department and supervises the work of fire personnel and independent volunteer fire companies;
- Makes decisions involving the safety of others and the protection of property, including the safety of department personnel and citizens in the community;
- Presents information to other agencies and groups with skill in oral and written communications; and
- Establishes and maintains effective working relationships with the Mayor and Fire Commission, subordinates, officers of volunteer fire companies, officials of other agencies and the general public.

The Assistant Fire Chief must have the following knowledge:

- Working knowledge of computer systems and communications equipment applicable to fire departments, including CAD systems, and reporting and scheduling software;
- Thorough knowledge of the principles, practices and procedures of municipal fire service administration as applied to a municipal fire department, which consists of both paid personnel and volunteer fire companies;
- Thorough understanding of NIMS and ICS; and
- Thorough knowledge of firefighting apparatus and equipment maintenance practices and procedures.

REQUIRED EQUIPMENT OPERATION:

Ability to operate a wide variety of administrative and operational equipment involving: fire and rescue vehicles; firefighting and rescue equipment; various communication equipment, including mobile/portable radios; personal protective clothing and equipment; personal computers to accomplish word processing; database creation and communication; electronic calculators and other necessary office equipment.

REQUIRED PHYSICAL EFFORT:

Climbing ladders, standing, crawling, lifting and carrying heavy materials and equipment as may be required to enter a burning building or a hazardous atmosphere with emergency personnel;



wearing self-contained breathing apparatus along with structural firefighting gear or hazardous materials and protective clothing.

Examples of Key Duties (Duties are illustrative and not all inclusive):

- Assists the Fire Chief in the planning and coordination of Fire Department functions and agency operations on a normal day-to-day basis. Responsible for the planning of the daily work duties for all stations.
- Serves as duty-chief after normal business hours, including responding to emergencies and incidents, handling administrative duties and other matters.
- Interprets and administers the provisions of the applicable Collective Bargaining Agreement. Interprets, develops and applies applicable policies, rules, regulations and procedures.
- Assists in exceptional situations and situations involving personnel of different functions engaged in a single operation. Responds to alarms and incidents as needed and may serve in a command role at such incidents.
- Responsible for the planning and enforcement of the Department's training program.
- Is State Certified as a Fire Marshal and assumes the duties and responsibilities of the Deputy Fire Marshal and assists the Fire Marshal as required.
- Serves as coordinator of Emergency Medical Services section of the Department, which includes review of, or requiring a designee to review, all run forms and coordinates all efforts as they relate to area hospitals and/or the Yale Center for EMS Excellence.
- Initiates, through the direction of subordinates training programs for new recruits and continuous in-service training to be followed by members of the Department.
- Appraises conditions of work in the Department and takes necessary steps to improve operations.
- Develops and implements standard operating procedures to improve operations, personnel functions, emergency preparedness, training and career development, to increase effectiveness and provide better service to the public.
- Coordinates the Department Fleet Maintenance Program, including ensuring that all the Department vehicles are serviced and in good repair and preparing reports and forms either in paper or electronic form to document the serviceability of the fleet.
- Serves as quartermaster, including issuing, collecting and inventorying all equipment issued such as bunker gear, boots, helmets, boots hoods and other equipment. May draw assistance from personnel in the gear maintenance program.
- Serves as Department liaison and coordinator for the Town of East Haven Public Safety Command Center, including ensuring all dispatchers are compliant with mandated training and the upkeep of the equipment associated with dispatch. Maintains compliance with ProQA and state mandated quality assurance.
- Ensures that line personnel understand the objectives and participate in the development and execution of effective community relations to maintain citizen goodwill and maintain a positive image of the Department.



- May act as Fire Chief's designated representative in addressing employee complaints and grievances and in taking disciplinary action against subordinate personnel as necessary.
- Conducts investigations into potential violations of the collective bargaining agreement, department rules and regulations, standard operating procedures or policies and procedures of the Yale Center for EMS and formulates reports for the Fire Chief.
- Evaluates performance of subordinate employees, reviews performance evaluation ratings of subordinate employees, evaluates performance of supervisory personnel, and takes corrective action to improve the Department's performance.
- Assists in supervising personnel engaged in ongoing programs of public safety, fire prevention and accident prevention.
- Cooperates with other public safety agencies and investigates any complaints regarding violations of Departmental regulations.
- Maintains an accurate accounting of the Department's operating budget and reviews monthly reports generated by the Town Finance Department.
- Implements and maintains computer applications, databases and software related to department activities.
- Recommends approval for payment of all Department bills and requisition orders.
- Prepares correspondence and reports as directed by the Fire Chief.
- Assists in the issuance of necessary Department permits and processing of related applications.
- Maintains a record of all Department fees collected and provides authorized receipt for such transactions.
- Maintains departmental records on all financial matters and performs billing and accounting duties as needed. Serves a liaison to EMS billing vendor, including coordinating and following up on collections.
- Adheres to and carries out all requirements of the Rules and Regulations of the Department.
- Performs budgeting and fiscal management tasks and other duties as assigned by the Fire Chief.
- Prepares and processes necessary invoices and requisitions.
- Performs assigned payroll and personnel functions.
- Maintains information and reference materials to enable the Fire Chief to formulate plans and propose recommendations to the Board of Fire Commissioners.
- Collects, edits and compiles all materials submitted to the Fire Chief by divisions for the Department's annual report and assists in the report layout, printing and distribution.
- Performs all other duties as may be assigned by the Fire Chief.