

*Robert J. Clark*

2021 JAN 29 A 8:58

MICROSOFT "TEAMS"

PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK  
EAST HARTFORD

JANUARY 26, 2021

PRESENT Awet Tsegai, Chair, Councillors Connor Martin and John Morrison

ALSO Marcia Leclerc, Mayor

PRESENT Theresa Buchanan, Human Resources Director  
John Oates, Fire Chief

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:32 pm.

APPROVAL OF MINUTES

December 9, 2020 Meeting

MOTION By Connor Martin  
seconded by John Morrison  
to **approve** the minutes of the December 9, 2020 Personnel & Pensions  
Subcommittee meeting.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Revised Job Description: Assistant Fire Chief

Mayor Leclerc led a discussion on the review of second-level employees' duties and compensation for the Fire Department. Theresa Buchanan, Human Resources Director, brought to the Committee's attention that the salary listed on the Assistant Fire Chief's job description is a range, rather than a set amount. This mirrors the revision to the job description for Assistant Police Chief that was recently approved by this Committee.

John Oates, Fire Chief detailed what the duties are for the second-in-command in the Fire Department. He did look into comparables for surrounding communities, but found it somewhat problematic since many of those areas have either a volunteer fire department or a combination of volunteer and paid employee. Also, another duty of the Assistant Fire Chief is to manage and lead the EMS division – a responsibility that, in the Covid-19 environment – takes up a tremendous amount of time. Chief Oates asked for a minor revision to the new job description: under "job qualifications" change the number of years of increasingly responsible experience from seven to ten years.

Councillor Connor Martin asked if the proposed job description is open and not leaning toward any one of the Assistant Fire Chiefs. Councillor Martin also asked for clarification on which positions are union and which are non-union. Chief Oates verified that Deputy Fire Chiefs are union positions and the Fire Chief and Assistant Fire Chiefs are non-union positions.

#### Revised Job Description: Assistant Fire Chief

MOTION        By Connor Martin  
                     seconded by John Morrison  
                     to **recommend** that the Town Council approve the revised job description for Assistant Fire Chief as presented at tonight's Personnel and Pensions meeting (see below) and with a salary range of \$112,000 to \$135,000.  
                     Motion carried 3.

Title: Assistant Chief

Grade:

Salary Range: \$112,000 - \$135,000

Department: Fire Department

Adoption Date: January XX, 2021

#### **POSITION DEFINITION:**

Works under the general supervision of and receives policy directions from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Fire Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Fire Chief May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief. Responds to all greater alarm fires and major emergency incidents.

#### **ESSENTIAL JOB FUNCTIONS:**

- Receives oral or written direction from the Fire Chief. Formulates and prescribes work methods for the execution of the department's goals.
- Oversees, provides direction and supervision for assigned department divisions that include Fire Operations, Emergency Medical Services, Fire Apparatus Repair, Fire Marshal, Fire Alarm and Technology, Training, and Emergency Management.
- Responds to all greater alarm fires and emergency incidents.
- Participates in development of near term and long-range planning and strategies to meet fire service objectives, such as response to emergencies, community preparedness and community risk reduction.
- Plans and organizes work according to department procedures.
- Assigns staff work to Deputy Fire Chiefs, Division Heads, administrative staff, Fire Captains, and other ranks as required.
- Responsible for effective administration, utilization and assessment of assigned personnel.
- Reviews all written work products for completeness and accuracy.

- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Performs liaison work with other fire departments to obtain or give information and disseminate relevant information.
- Assists in labor contract negotiations and grievance administration for all bargaining units within the department.
- Coordinates research and reviews procedures to determine the efficiency and effectiveness of the department's operations.
- Proposes new policies to the Chief to meet department needs.
- Assists the Chief in budget development; responsible for budget administration for assigned department divisions.
- Inspects personnel, fire stations, equipment and operations to ensure compliance with department policy, Occupational Health and Safety Administration requirements and national consensus standards including the National Fire Protection Association (NFPA) and Insurance Services Office (ISO). Develops and discharges plan of correction where needed.

**ADDITIONAL JOB FUNCTIONS:**

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May be assigned as department liaison to Police Department Communications and/or Information Technology Department.
- May act as official department representative at meetings and proceedings.
- Serves on regional and state fire professional organizations to promote and enhance services to the community.
- Prepares written materials and speaks to social groups, civic organizations and private citizens on matters of fire prevention, preparedness, and public safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of contemporary fire ground operations, apparatus, facilities, community risk reduction, emergency medical services, emergency management, NFPA standards, OSHA regulations, and State of Connecticut EMS regulation.
- Working knowledge of the Connecticut Fire Safety Code.
- Working knowledge of the ISO Grading Schedule
- Demonstrated ability in fire ground command and management of large scale emergencies.
- Administrative ability to initiate, organize and follow through on programs and projects.
- Working knowledge of all forms of technology as it relates to fire department operations.
- Ability to establish and maintain tactful and effective working relationship with the public, Town Officials, community members and groups, and other fire and EMS agencies, and employees.
- Ability to follow collective bargaining agreement(s) and personnel policies.
- Excellent skills in written and oral communication, research, problem solving, and budget development
- Ability to present ideas and policies to individual, groups and the media.
- Excellent skills in multi-tasking, project management, and time management.

**PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Rely on senses of sight, hearing, smell and touch to help determine nature of emergency, maintain personal safety, and make critical decisions in confused, chaotic, and potentially life threatening environments.
- Make rapid transition from rest to near maximum exertion without warm-up periods.
- Work extended periods of time requiring sustained activity and intense concentration.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain for inspections.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

