

Chippewa Fire District
13140 30th Avenue, Lake Hallie, WI 54729

Part-time Firefighter/Paramedic Position

Job Type: Part-time Firefighter/Paramedic
Hourly Pay: \$21.00 - \$26.50 hourly (based on experience)
Accepting Applications: Three positions to fill
Posting will remain open until 5:00 pm on March 13, 2025
Interviews: Will be scheduled end of March to the beginning of April 2025

General Duties:

As a member of a Fire District and under the direct supervision of a Fire District Captain, a Firefighter/Paramedic performs firefighting, rescue, emergency medical care up to and including the Paramedic level and other types of emergency response related duties. Participates in fire prevention and public safety education activities. Participates in training and personal development activities necessary to acquire and maintain the knowledge and skills needed to perform the duties of a firefighter/Paramedic in a proficient and safe manner. For more information, please see the attached SOPs for the position.

Minimum Qualifications:

High school diploma or equivalent, current valid driver's license, State of Wisconsin Licensed Paramedic or able to obtain at time of appointment, Firefighter I or able to obtain, Entry Level Driver Operator or able to obtain, and Hazard Material Operations or able to obtain. For more information, please see the attached SOPs for the position.

Work Schedule:

Six (6) twenty-four (24) hour shifts in a 28-day period. Employee can elect to follow a set schedule or submit availability. Members may pick up more than the required six (6) shifts in a 28-period based on your availability and open shifts.

How to Apply:

Application can be found on our website at www.chippewafiredistrict.com

Please send your application and resume to the address above

Attn: Scott Bernette, Fire Chief.

CHIPPEWA FIRE DISTRICT

Sandard Section: Job Description

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Operating Subject: Firefighter/Paramedic

Date 11/2024

Procedure Part-Time

SOP 2005-1

Purpose: To establish uniform job performance requirements for the position of Part-Time Firefighter/Paramedic.

Scope: This procedure shall apply to all Part-Time Firefighter/Paramedics.

Minimum:

- A. At least 18 years of age
- B. High School graduate, equivalent, or currently enrolled if still in HS
- C. Wisconsin EMS Licensed EMT-P or higher
- D. Comply with SOP 2002-1 or 2002-2

Responsibilities:

- A. Meet and comply with SOP 2002-1 or 2002-2
- B. Providing paramedic level care concurrent with the District's EMS Protocols.
- C. Maintain all required licensures for this position.
- D. At a minimum, cover six (6) 24 Hours shifts in a 28-day cycle.
- E. Fill in and or cover Career FF/EMT-P approved vacation request submitted prior to a posted schedule for the members shift.
- F. Cover Kelly Days for members assigned shift.
- G. Performing other such duties as assigned.

Chain of Command:

- A. Reports to the Shift Captain or Acting Shift Supervisor for daily station operations.
- B. Reports to Incident Commander at incidents.

CHIPPEWA FIRE DISTRICT

Sandard Section: Job Description

Page 1

Operating Subject: Firefighter 1

Date 11/2024

Procedure

SOP 2002-1

Purpose: To establish uniform job performance requirements for the position of Firefighter 1.

Scope: This procedure shall apply to all personnel that have been promoted to Firefighter 1.

Minimum Requirements:

- A. At least 17 years of age
- B. High School graduate, equivalent, or currently enrolled if still in HS
- C. Completed Firefighter I
- D. Completed Hazard Material Ops Training or equivalent class
- E. Completed NIMS 100, 200, and 700
- F. Completed Blood Borne Pathogen Training
- G. Comply with SPS 330 Fire Department Health and Safety Standard as it applies to this position

Responsibilities:

- A. Responds to and works as directed by superiors at incidents.
- B. Understands and complies with all orders as directed and follows Standard Operating Procedures.
- C. Assumes the duties Apparatus Driver/Operator as required or directed.
- D. Senior Firefighters must be prepared to assume duties of Acting Company Officer when no Company Officer is available.
- E. Demonstrates and maintains proficiency in area of firefighting as outlined in the Wisconsin Technical College System Firefighter Practical Skill Sheet Guide.
- F. Meet and comply with SOP 2000 and if assigned the responsibilities of the Company Officer position.
- G. Perform other such duties as assigned.
- H. If first on scene, assume the duties of Incident Commander

Chain of Command:

- A. Reports to the Company Officer or Acting Company Officer.
- B. May assist Apparatus Driver/Operator as directed during fire situations

CHIPPEWA FIRE DISTRICT

Standard Section: Job Description

Page 1

Operating Subject: Requirements for All Personnel

Date 07/23/2019

Procedure

SOP 2000

Purpose: To establish uniform job performance requirements for all District personnel.

Scope: This procedure applies to all members of the Chippewa Fire District.

Requirements for All Positions:

- A. Good Physical Condition: be able to perform tasks involving regular, and at times sustained, performance of heavier physical task such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting and carrying moderately heavy (20-50 lbs.) to heavy (50-100 lbs.) items. Task involves the operation of hand tools, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards. Note: exemptions from this requirement may be granted by the Fire Chief approved by the Fire Commission
- B. No felony convictions or disqualifying criminal histories prior to membership and while a member of the District
- C. Be able to work in the United States.
- D. Be able to read and write the English language.
- E. Have a valid Driver's License with no serious violations and less than three (3) citations prior to membership and while a member of the District
- F. High school graduate or equivalent and or enrolled and attending high school
- G. Responded to calls, meetings, and training as often as possible when notified and as required by the position held within the District as a member.

Basic Responsibilities:

- A. As often as possible, respond to and work at incidents based on position held following responsibilities and as directed to by officer based on station assignments.
- B. As often as possible, attend station meetings, apparatus checks, and equipment checks.
- C. As often as possible, attend station work details or special events
- D. Maintain self in proper physical condition based on position held
- E. Conduct self in a professional and businesslike manner when representing the District in public and when dealing other personnel, departments, and agencies.
- F. Understands and complies with all orders and follows SOPs
- G. Cooperates with other personnel, departments, and agencies.
- H. Attend and participates in training drills as required by position held.
- I. Properly use and operation of all firefighting tools, equipment, and vehicles assigned to the members station and position held.

CHIPPEWA FIRE DISTRICT

Standard Section: Rules and Regulations

Page 1

Operating Subject: Probation and Minimum

Date 11/2024

Procedure Requirements

SOP 104

Purpose: To establish uniform minimum standard for the Chippewa Fire District.

Scope: This procedure applies to all members/employees. These requirements are intended to be the minimum standard for being a safe and effective employee of the Chippewa Fire District for the position held as outlined in current SOPs.

Section I:

A. Probationary Members/Employees:

The District or Fire Chief may require additional education, training, and or licensing as required to fill positions. See Current SOP(s) for position(s) currently employed in.

B. Paid on Call Members/Employees:

The District or Fire Chief may require additional education, training, and or licensing as required to fill positions. See Current SOP(s) for position(s) currently employed in.

C. Honorary Members: Member wishing to transition to this status must be recommended by the assigned Station Chief, have a minimum of ten years of service, and be in good standings with the Fire District to qualify for this position. Honorary members are restricted to station duties only with no compensation. All honorary members need to be recommended for appointment by the Fire Chief to the Fire Commission for final approval.

Section II:

A. Probationary Period:

1. The probationary period for new employees is eighteen (18) months. New employees shall complete all required education, training, and or licensing prior to the end of the probationary period. During the probationary period, the member can be dismissed without further recourse by the Fire Chief.
2. The probationary period for promotion is one year. Employees may be required to complete additional education, training, and or licensing prior to the end of the probationary period. During this period, he/she may be removed, discharged, demoted, or reduced in rank without further recourse by the Fire Chief. Members that do not complete the requirements of their probationary period shall return to their prior rank or position held.
3. The probationary period for an interim appointment to a position will be for the duration of the appointment not to exceed one year.

Section III:

A. Paid on Call Member and Career Employee:

1. Attend a minimum of 5 station monthly business meetings.
 - Meetings can be made up with approval by listening to the post past meeting and submitting a signed station sign-up sheet to the members

Deputy Chief or Career Captain. To receive pay, it must be completed within the current pay period.

2. Minimum fire training.
 - a. Members are required to complete 16 hours of document Fire District training and 1 District wide training in a calendar year.
 - A maximum of 8 hours of outside training may be substituted for the required station training and must be approved by Station DC and Fire Chief
 - Training can be made up with approval for the month it is posted for. Members need to submit a signed training form with a certificate of completion to their Deputy Chief.
 - To receive pay, it must be completed within the month was posted for.
 - b. All members assigned fire duties will FIT Tested and will demonstrate proficiency with SCBA annually.
3. All members will demonstrate proficiency with all PPE and equipment (fire and or EMS) issued to them.
4. Attend a minimum of 5 scheduled stations worknights and or truck checks in a calendar year.
5. Attend a minimum of 15 fire related events in a calendar year.
6. Members approved for EMS Duties (Medical First Responders or Duty Crew) will also need to comply with SOP 1014.
7. Members approved for Dive Team Duties will need to comply with SOP 1201
8. It shall be the duty of members of the District, as often as the pager alarm for a fire call, to proceed immediately upon the alarm thereof to the fire station or to the location of the call, as per current District policy, procedure, and position held.
- B. Paid on Call Employees and Career Members service as Officer minimum requirements are:
 1. Attend a minimum of 6 station monthly business meetings.
 - Meetings can be made up with approval by listening to the post past meeting and submitting a signed station signup sheet to the members Deputy Chief. To receive pay, it must be completed within the current pay period.
 2. Minimum fire training.
 - a. Members are required to complete 16 hours of document Fire District training and 1 District Wide training in a calendar year.
 - A maximum of 8 hours of outside training may be substituted for the required station training approved by Station DC and Fire Chief
 - Training can be made up with approval for the month it is posted for. Members need to submit a signed training form with a certificate of completion to their Deputy Chief.
 - To receive pay, it must be completed within the month was posted for.
 - b. FIT Tested and will demonstrate proficiency with SCBA annually for position held based on current SOPs.
 3. Attend a minimum of 3 District Officers Meeting.
 4. Complete all annual District Officer training.
 5. Attend a minimum 6 scheduled stations work sessions and or truck checks.
 6. All Officers will demonstrate proficiency with all PPE and equipment (fire and or EMS) issued to them.
 7. Attend a minimum of 15 fire related events in a calendar year
 8. Members approved for EMS Duties (Medical First Responders or Duty Crew) will also need to comply with SOP 1014.
 9. Members approved for Dive Team Duties will need to comply with SOP 1201

10. It shall be the duty as an Officers of the District, as often as the pager alarm for a fire call, to proceed immediately upon the alarm thereof to the fire station or to the location of the call, as per current District policy, procedure, and position held. Officer that volunteer to work EMS shifts are not exempt from responding as outlined above when not scheduled if available.

C. Paid on Call Employees Dive Team Only

1. Members approved for Dive Team Duties will need to comply with SOP 1201

Section IV:

- A. Fail to meet the minimum requirements within a calendar year (January 1 to December 31) member will be placed on a corrective action plan that required the following in a 6-month period from January 1st to June 30th.
 - 2. Attend a minimum of 3 meetings
 - 3. Attend 3 trainings
 - 4. Attend 3 station work sessions
 - 5. Respond to 6 fire related event responses
 - 6. Officer will be required to attend 2 Officer Meetings
 - 7. Officers will be required to complete the online training.
- B. Failure to complete the corrective action plan will result in a written reprimand and member will be ordered to complete the following in a 6-month period from July 1st to December 31th.
 - 1. Attend a minimum of 3 meetings
 - 2. Attend 3 trainings
 - 3. Attend 3 station work sessions
 - 4. Respond to 6 fire related event responses
 - 5. Officer will be required to attend 2 Officer Meetings
 - 6. Officers will be required to complete the online training.
- C. Failure to complete minimum requirements for Dive Team Members will result in disciplinary action up to removal from the team.

Section V:

- A. Members that take fire/EMT classes/training and complete can submit them for possible credit for missed District trainings. One class will equal one training session.
- B. External fire/EMT classes/training will only count for and can be applied to the current calendar we are currently in. Completed training documentation will be turned into your station Training Officer for possible credit with final approval by the Station Deputy Chief.
- C. Members working on Duty Crew/Shift will attend station meetings, trainings, work details, and respond to calls
- D. Member attends any event while on shift, they will receive credit towards their minimum requirements.
- E. Members taking a required fire/EMT class, or an approved class applied for per the District SOP's that is scheduled on their training or meeting night will not be penalized for missing training/meetings as long as they pass the class.
- F. Final approval for any makeup training, extra training required/assigned to a member, or credit for external training will be discretion of the Station Deputy Chief.
- G. Members will not be penalized for valid excused absences per current SOPs at the discretion of the members Captain. Excused absences will be documented by the members Captain and reported to the Deputy Chief.