

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

MAY 7, 2020

RESOLUTION CREATING THE POSITION OF FIREFIGHTER

RESOLUTION 20-05-07-45

FIRST READING

WHEREAS, there exists a need within Fire District No. 3 in the Township of Hanover, County of Morris, to create the position entitled **FIREFIGHTER** to perform those duties as necessary; and

WHEREAS, The Commissioners of Fire District No. 3 in the Township of Hanover, County of Morris have determined that they are desirous of creating said position.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 3 in the Township of Hanover, County of Morris, as follows:

1. The Firefighter shall undertake any and all responsibilities and administrative obligations relative to the Fire District as required and as directed by the Fire District Chief and the Board of Fire Commissioners, for the duties as outlined in the job description attached hereto, and hereby adopted by the Board of Fire Commissioners, and
2. The Firefighter shall be under the supervision of the Fire District Chief and the Board of Fire Commissioners, or as designated by the Commissioners pursuant to N.J.S.A. 40A:14-81.3.
3. This resolution shall take effect following final adoption and publication pursuant to New Jersey statutory law.

NOTICE is hereby given that the above resolution was introduced and passed upon first reading at a regular meeting of the Commissioners held on **May 7, 2020** and will be considered for final passage at a meeting to be held on **May 21, 2020 at 7:00 p.m.** at the Cedar Knolls Fire Station, 82 Ridgedale Avenue, Cedar Knolls, NJ 07927 at which time and place any person wishing to be heard shall be given the opportunity.

PLEASE TAKE FURTHER NOTICE that copies of this resolution be made available to each person requesting a copy of same, this resolution shall also be published in the District's newspapers and on the District's website htfd3.com

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the **7th** day of **May, 2020**.

Thomas A. Quirk, Jr., Secretary

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

JOB DESCRIPTION - FIREFIGHTER

DEFINITION

During an assigned tour of duty extinguishes fires; performs rescue operations; aids in emergency situations involving hazardous or toxic materials; administers emergency medical treatment; maintains all related equipment, buildings and grounds; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

- Attends daily roll call and briefing.
- Extricates victims from entrapment.
- Performs rescue operations such as searching for victims, identifying searched areas, and guiding or carrying victims.
- Aids victims at scene of emergency by administering emergency medical treatment such as first-aid, CPR or EMT treatment.
 - May request advice from hospital physician or emergency department. Radios the dispatcher for additional help if needed.
 - Reports to the dispatcher the nature and extent of injuries to ensure prompt medical care on arrival.
 - Prepares victims for transportation in an ambulance. May be required to transport victims to hospital or other emergency treatment facility.
- Loads and unloads equipment.
- Selects best route to scene of emergency.
 - Drives and maneuvers fire apparatus for optimal firefighting position.

- Maintains radio communications with emergency personnel and relays information to facilitate firefighting and rescue operations.
- Identifies fire source and type and anticipates fire behavior.
- Searches for indications of fire cause and protects this evidence for later scrutiny.
- Shuts off utilities at fire scene.
- Lays and connects hose to hydrants, standpipes, and intake and discharge valves
- Directs water stream at or as near as possible to source of fire or other target to extinguish fire or to cool given target, and to prevent ignition.
- Transports tools, equipment, and/or people by specialized rope harnesses.
- Performs preparatory operations for the delivery of water to discharge lines and determines required pump pressure to provide appropriate pressure.
- Replaces and/or makes temporary repairs to damaged hoses and other apparatus.
- Locates and exposes hidden structural fires.
- Raises, lowers, positions and stabilizes straight ladders, aerial ladders or basket trucks.
- Operates master stream appliance or deluge gun.
- Operates portable generating equipment.
- Identifies and removes or provides special protection from flammable or hazardous materials.
- Removes or reinforces weakened structural parts. Secures or covers openings created by fire or firefighters.
- Removes and pumps out flooded buildings and structures to prevent potential health and safety hazards and further structural damage.
- Covers or removes petroleum products on roadway to reduce fire hazard and slippery road conditions.
- Tours site and notes locations of firefighting resources, corridors, exits, and hazardous materials.
- Makes periodic inspections and issues citations to ensure compliance with safety regulations.
- Maintains records and files.
- Processes telephone and box alarms and determines nature of emergency, alarm box nearest the scene, company responsibilities, and records information.
- Monitors radio frequencies and relays relevant information.

- Maintains daily log of all house activities such as time and nature of alarms, units responding, arrival and departure times, names of visitors, time and nature of phone calls, and time and nature of any unusual events.
- Inspects and inventories equipment such as first aid supplies, foam supply, batteries, and hand tools and prepares replacement or repair lists.
- Promotes community fire prevention activities such as conducting and timing school fire drills, demonstrating apparatus at schools, parades, and other community events and serves as resource person.
- Explains firefighting activities and fire prevention practices.
- Maintains and makes minor repairs to firehouse and grounds and performs typical household tasks.
- Maintains apparatus, tools, equipment, and protective gear in proper working order and satisfactory condition.
- Maintains and performs minor repairs on fire vehicles.
- Checks all tools and equipment on fire apparatus at start of shift and on return to quarters from emergency.
- Inspects and maintains air pack, hoses and other fire apparatus.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

Certification

I, Robert B. Callas, Secretary of the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, State of New Jersey, hereby certify that the Commissioners at a meeting held on the 7th day of **May, 2020** duly adopted the attached resolution;

20-05-07-45 RESOLUTION CREATING THE POSITION OF FIREFIGHTER

This resolution was introduced by Commissioner:

Callas Dugan Dugan, Jr. Quirk O'Hare

and was seconded by Commissioner

Callas Dugan Dugan, Jr. Quirk O'Hare

Record of the Vote

	Callas	Dugan	Dugan, Jr.	Quirk	O'Hare
Yes	X	X	X	X	X
No					
Abstain					
Absent					

Thomas A. Quirk, Jr., Secretary