

NORTH HAINES VOLUNTEER FIRE DEPARTMENT Inc.
SUPPORT MEMBER POSITION DESCRIPTION

Position Summary

The Support Member shall be a member who responds to fire and other emergencies to perform duties to fire suppression or emergency scene support responsibilities within the "Cold Zone" only.

1. Characteristic Work of the Position:

The Support Member shall not perform fire suppression operations but may function as a driver/operator and perform support operations only. Emergency scene assignments may be, but are not limited to, ICS staff positions, Driver/Operator limited EMS duties, Air Supply Support, Photography, Fire Investigations and Public Relations/Information. The Support Member must remain outside the immediate danger area that would require potentially strenuous physical activity, including the donning of SCBA.

A limited number of fire department members may be appointed to the position of Support Member (rather than a Fire Fighter position) by the membership. Such appointment shall be documented in writing (placed in personnel file) and is usually limited to personnel on light-duty assignments because of medical or physical limitations. **This position may also be assigned to any North Haines firefighter on a situational basis by the Incident Commander or Fire Chief, based on current circumstances.**

- A. Definition: This work is performed at a professional level in the fields of fire prevention, support activity, training, and public fire safety education.
- B. Nature: Under the supervision of a fire department officer, perform such duties and activities as may be required by the codes and ordinances, State statutes, and rules and regulations of the Fire Department.

2. Fundamental Job Duties:

- A. Attend training courses, read and study assigned materials related to fire prevention, suppression and rescue.
- B. Perform emergency scene duties in the Cold Zone as assigned by the Incident Commander,
- C. Relay instructions, orders and information.
- D. Work effectively with a variety of personnel and agencies in coordination of emergency efforts.

3. Ancillary Duties:

- A. Perform assigned duties
- B. Drive and operate fire apparatus in the cold zone, under special instructions and limited qualifying conditions.
- C. Perform assigned public relations and education duties, and actively participate in department fund raising activities.
- D. Learn new skills as necessary to perform additional duties or new services when implemented by the fire department.

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4. Essential Knowledge, Skills, Qualifications and Abilities:

- A. Ability to establish and maintain effective working relationships with other members of the Department, community officials, and the general public.
- B. Ability to learn the location of streets, the nature and location of hazardous premises, principal buildings and residential areas, fire alarm reporting equipment, and hydrant or other water source locations.
- C. Ability to understand and follow oral and written instructions.
- D. Skill in operating large, heavy fire apparatus and fire pumps under emergency conditions, in the cold zone under qualifying circumstances and if abilities allow.
- E. Knowledge and appropriate application of Fire Department Standard Operating Guidelines

5. Requirements:

- A. Successful completion of the "Fireground Support" level of the South Dakota Certified Firefighter Course; and successful completion of the South Dakota wildland Firefighter Course, or equivalent of any of these classes.
- B. Maintain active fire department status as outlined in the Fire Department by-laws and Standard Operating Guidelines.
- C. Must be at least 18 years of age, and must possess a valid Vehicle Operators License.

Non-Discrimination: All positions and promotions within the ranks of the North Haines Volunteer Fire Department will be filled per the Equal Rights Act with no discrimination shown based on race, color, sex, age, national origin or disability and under the guidelines set forth by the North Haines Volunteer Fire Department.

Revised: July 2004