

Darien Fire/EMS Department Fire Chief Job Description

The Darien Fire/Emergency Medical Services (EMS) Department is a joint municipal Department serving the Town and Village of Darien (pop. 3,426) and is located in South-West Walworth County, Wisconsin. The Joint Darien Fire/EMS Commission is accepting applications to fill the position of Fire Chief. The Fire Chief is responsible for the administration, direction and coordination of the Darien Fire/EMS Department.

About the Fire Department

The Darien Fire/EMS Department provides fire operations, fire prevention services and Emergency Medical Services. Until February of 2024, Paramedic EMS Services are also provided by MEDIC 324, a shared full-time Paramedic service serving the Villages and Towns of Walworth, Darien and Sharon area contracted by Metro Paramedic Services and housed at the Darien Fire Station.

The Chief is supported by a volunteer Deputy Chief and EMS Operations Chief who oversee a department of approximately 30 paid-on-call members. E911 communications and dispatching are provided by the Walworth County Sheriff, and the department averages 345 calls for service annually.

The Darien Fire/EMS Department operates with two fire engines (pumper-tankers), a ladder truck, a tender, a brush truck & UTV, two ambulances and other equipment. It operates from one station located at 602 Gerry Way, Darien WI.

The Fire/EMS Department's Operating Budget is \$288,170 for Fiscal Year 2023.

Experience/Education Requirements

- Minimum five (5) years' experience as a firefighter
- Minimum Two (2) years' experience as a Fire/EMS Supervisor, as an Assistant/Deputy Chief or Fire Chief.
- Fire Fighter I & II
- Fire Officer Certification
- Driver Operator Pumper & Aerial or ability to obtain following appointment (within 2 years)
- Emergency Services Instructor I or ability to obtain following appointment (within 2 years)
- Certification in EMS to the Basic level of licensure
- Hold or obtain Certifications in NIMS 100, 200, and 700

Other Desired Attributes

- Extensive knowledge of modern EMS, fire suppression, hazardous materials, fire prevention, fire investigation, fire inspection, and training principles, procedures, techniques, and equipment
- Extensive knowledge and proven management of budget development, expenditures and revenue recovery
- Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines, regulations, policies and procedures, labor contracts

- Proven leadership qualities
- Knowledge of community relations and public education
- Knowledgeable with the Tactical Emergency Medical Support (TEMS) operational protocols and guidelines
- Proven oral and written communications skills and advanced knowledge of supervisory skills utilized in planning, organization, staffing and controlling
- Ability to perform work requiring good physical condition
- Proven ability to communicate effectively in written and oral form
- Proven ability to effectively direct fire ground operations as an Incident Commander (IC)
- Proven ability to exercise good judgment in decision making
- Proven ability to establish and maintain effective working relationships with other employees, supervisors, and the public

Responsibilities

- Implements and enforces department rules/regulations, standard operating guidelines (SOG's), policies/procedures and EMS protocols
- Participates in the formulation, determination, and implementation of management policy, and possesses effective authority to commit Fire Department/EMS resources
- Sets goals, objectives, and guidelines for various aspects of EMS, Fire Suppression, Fire Prevention, and other related department programs
- Develops reports for the Department of Health - EMS Division, Medical Director, Department of Safety and Professional Services, State of Wisconsin, Fire Commission, Village and Township Boards
- Responds to emergencies to provide direction and/or support as required under the incident command system
- Requires working knowledge of NFPA codes, DSPS 330 & 332, ISO audits, and 2% Dues audits
- Maintain working knowledge of various types of apparatus and equipment used by the department
- Investigates and answers complaints concerning, EMS, fire suppression, fire investigation, fire prevention, hazardous materials, maintenance
- Requires working knowledge of billing and revenue recovery process
- Represents the Fire/EMS department in a variety of local, county, regional, state, and other meetings
- Coordinates the scheduling of department personnel to ensure adequate staffing levels are maintained for EMS, fire suppression, fire investigation, fire prevention, and other related department needs
- Conducts administrative duties that include but are not limited to; answering telephone calls from the public, performing research as required, attending staff meetings and other related meetings.
- Administers department discipline procedures and recommends promotions and shift transfers
- Oversees the record maintenance of the EMS, fire suppression, fire investigation, fire prevention, hazardous materials, and training programs
- Works with the State Fire Marshal, Building Inspectors, Public Works Director, and other related agencies on issues involving the fire department mission

- Works with the various committees within the department to develop and deploy weekly/monthly trainings consistently
- Develops short and long-term goal planning as part of the department's strategic planning process
- Works with other city/county departments to review existing emergency management (disaster) procedures
- Works with Walworth County MABAS Division 103 to keep all box cards up to date

Compensation

The annual stipend for this position is currently \$7,000 with additional pay for calls attended. The Village and Town Boards may be considering an increase in the stipend amount beginning with the new Fiscal Year (January 1st, 2024).

Prior to hire, satisfactory completion of a background check is required. The probationary period shall be one year, with performance evaluations held quarterly.

Interested individuals should submit a resume, cover letter and contact information for three (3) professional references by **Monday, October 9, 2023**.

Inquiries can be sent to Marilyn Larson, Town of Darien Clerk by mail or in-person: N2826 Foundry Rd, Darien, WI 53114, or by email: mlarson@darientownwi.gov

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements, nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of the employee.