

- PUBLIC MEETING -

EMS Workshop

Monday, February 05, 2024, at 6:00 p.m.

Rockport Room at the Library

https://www.youtube.com/playlist?list=PLa_-oEsFzrKUU4-MMNdCIVf-1-7HXDeqF

AGENDA

I. Call Meeting to Order

II. EMS impacts in the FY 2025 Budget

Attendees:

Rockland Fire Chief Chris Whytock

Winslow Fire Chief Mike Murphy

Ellsworth Fire Chief Scott Guillerault

Rockport EMS Consultant Paramedic Joe Moore

Rockport Fire Medical Director Dr. Mark McAllister

III. Adjourn

Town of Rockport, Maine



Town Manager's Office

Town Office
101 Main Street
Rockport, Maine 04856
Telephone: 207-236-0806 x3
Fax: 207-230-0112

Jonathan Duke, Town Manager

Email: jduke@rockportmaine.gov

Diane Hamilton, Executive Assistant and General Assistance Administrator

Email: dhamilton@rockportmaine.gov

EMS TIMELINE

June 2023: Town Meeting approves budget including funds to hire two full time firefighters/EMTs.

November 2023: Two firefighter/EMTs are hired, Select Board meeting discusses options for purchase of ambulance and full-time department.

December 2023: Select Board approves, pending voter approval at Annual Town Meeting, purchase of new ambulance to be delivered January 2025 and free lease of ambulance should one be needed. Application for first responder license to Maine EMS submitted.

January 2024: Maine EMS inspects facilities and subsequently issues license for first responding to the Town of Rockport.

February 2024: EMS Workshop with guest speakers

Spring 2024: Include costs for full time EMS department in municipal budget, continue developing First Responder program working towards transport license, and collaborating with other communities on EMS solutions in FY 25 including bulk purchasing, staffing, and training. Negotiate short term agreement for EMS coverage.

May 2024: Community Q&A Open House – Time/Date TBD

June 11, 2024: Annual Town Meeting vote to approve budget. Pending Town vote results, advertising posting for fulltime firefighter and paramedic positions

July 2024: Establish hiring committee and begin interviews.

August 2024: Mid-month begin full time 24/7 Fire and EMS coverage for Rockport, while working with contracted short term EMS Provider.

January 2025: Begin full time EMS coverage and transport for all Rockport.



Town of Rockport, Maine

Finance Department

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101 Main Street
Rockport, Maine 04856

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Megan A. Brackett, Finance Director

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Coleen Narofsky, Finance Clerk

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Fax: 207.706.4999

Date: February 2, 2024

To: Jonathan Duke, Town Manager
Rockport Select Board

RE: Emergency Medical Service Financing

Over the past several months we have been working on what the costs and potential sources of revenue of an Emergency Medical Service (EMS) department would look like. Included with this letter is a “draft” budget for the department. I say draft as some of the items we are still working out and plan to have finalized prior to the budget document being published in March.

Below I have gone into detail about the budget and what makes up the numbers that are provided, but first I want to look at the high level picture. We are estimating based on last year’s assessed value that for every \$15,000 added to the budget we will add \$0.01 to the mil rate, it is likely this will change in a positive manner as inspections of new builds, and renovations are completed up until commitment, but it is hard to estimate the entire impact of that, so we have used last year’s commitment numbers.

As the EMS budget stands now we are looking at an increase to the mil rate of about \$0.43 (represents an increase for EMS, and the decrease in the Fire Department budget for wages and benefits), for the average home owner in Rockport that would mean an increase in their tax bill of about \$276.06.

I want to look at revenues first as part of this process, we know that we will have medical billing revenue, which has been estimated by the Fire Chief at about \$275,000. With work that is being done with the Weidman Trust Funds, we will be able to use \$108,000 of that to offset capital expenses for equipment for the department. We have also budgeted \$25,000 for restitution claims, this would be for accident calls that result in no transportation of the people involved in the accident. With the new restitution policy that the board approved, we believe this is a conservative number, but this would be a hard number to estimate, until we have a full year of processing claims.

Another potential revenue sources that are not included in the budget but that could be considered, is revenue for mutual aid assistance. This would be for mutual aid assistance that Rockport provides to another community, this typically is a flat fee that is charged to the community that is requesting the aid. Another potential source of revenue would be community contracts, this could be something that happens when there is more than one ambulance in service. This is not a service that could be offered with only one ambulance in the area. We envision these community contracts to be with Hope and Lincolnville as a revenue share with the Town of Camden when they are operational. This could potentially bring in

another \$200,000 in revenue to the Town of Rockport, and would increase the overall call volume of the department, which in turn would also increase our medical billing revenue. This cost to them would be the equivalent of what they would be paying the current service provider, under the new proposed contract.

By far the largest expense with almost any department is wages and benefits. We have moved the two employees that were added to the Fire Department budget for the current budget year to this department, which will show a decrease in the Fire Department. In addition to the two employees, we already have we have added six more, plus a medical director. The two employees that are already working for the Town one is an Advanced EMT and the other is a Basic EMT, both with their firefighter certifications as well. The budget calls for hiring two additional either Basic or Advanced EMT's, that hold their firefighter certifications as well, and three paramedics with the hope that they hold their firefighter certifications as well. We will also hire one more additional Paramedic that will serve as the EMS Supervisor. As part of our licensing, we are required to have a Medical Director, which we have one on board already, and they will be on an annual stipend basis. The pay range for the new positions is between \$31 and \$38 an hour depending on licensing level. We have also budgeted for the \$2,500 sign-on bonus for employees that we are able to attract to these positions, which would be paid out to them after one full year of employment. We have also added \$48,000 as per diem coverage, or overtime pay to cover shifts for people that might be out sick or on vacation. We based this number on the overtime hours that are used by the Police Department, as we feel that it will be similar.

Along with the positions listed above, comes the benefits those employees would be eligible for as part of their employment, which is included in the budget.

One of the things that we have done to reduce the costs in the two above sections is that we don't plan on having any of the six new employees we need to hire start before August 19th, 2024. This allows us to remove six weeks' worth of wages, and one entire month of benefits plus an additional few weeks of savings for associated taxes. Keep in mind that we will have 52 weeks of these expenses in the fiscal year ending 2026 budget, but we were able to reduce the cost of the 2025 budget. We have done this because realistically if this is approved by voters in the June, we will need time to advertise, to conduct interviews, and presumably potential employees will need to provide notice to their current employer. We have that we have left adequate time for this to happen.

The next section of the budget is purchased and contractual services, the bulk of this costs is for medical billing contract, this is a specialized service to be provided by a company that does medical billing, this is not something that the Town would be able to take on ourselves. The cost of this is estimated at \$18,000, based on what other departments are similar size are paying. The rest of the expenses in this section are related to continuing education, equipment and computer repair and maintenance, and other miscellaneous charges.

The following section is other contractual services, the major expense in this section is the \$127,000 for an EMS outside contractor, this represents 50% of the proposed North East Mobile Health Services contract cost for FY 25, as it is projected that our service would be up and fully running by December

31st, 2024. It is hoped that Northeast Mobile Health Services would be able to continue their contract to this point, though this would need to be negotiated should the board wish to move forward.

Following the other contractual services section is supplies. This includes all of the estimated supplies that we will need to get the service up and running by the end of the calendar year and to keep it running through the end of the fiscal year. This is split amongst the need for radios, operational supplies, uniforms, personnel protective equipment, diesel fuel, and public outreach supplies.

Finally the capital items are presented, which is the cost of the lease payment for the ambulance, and other capital equipment that is needed for the service, which includes a Zoll Heart Monitor and a stair chair.

This brings the department's total expenses to an estimated total of \$1,197,945, total revenues of \$408,000, with a net budget impact of \$789,945, meaning nearly 1/3rd of the overall costs are offset by incoming revenues. As a reminder this budget could change slightly, we don't expect any major changes at this point, but the overall number might be slightly different by the time the budget is presented in March.

Above we have looked at the impact for the immediate coming year, but we also need to consider in the long term what this will look like going forward. No one has a crystal ball, but we can make educated decisions on what we do know. We know that we will be starting of fiscal year ending 2026 with an increase in wages and benefits because we had that reduction in the 2025 budget, however, this increase is roughly what the contract with Northeast Mobile Health Services is, so with the removal of this expense it will offset the additional expense associated with wages and benefits. We do not anticipate a major change in any of the other expenses, however, we will need to consider regular deposits to the EMS reserve account, for equipment replacements as needed. EMS equipment is very expensive so steady deposits to a reserve will help keep the expenses level for the future, when equipment needs to be replaced. I believe the only real place that we could see changes is with the revenues, but that will be largely dependent on what our neighbors do and what our medical billing and restitution looks like after a full year.

I hope this information is helpful and if you have any additional questions please feel free to reach out to me.

Thank you!

Megan Brackett
Finance Director

Public Safety

Jason Peasley, Fire Chief

Emergency Medical Services - 0405

Department Overview

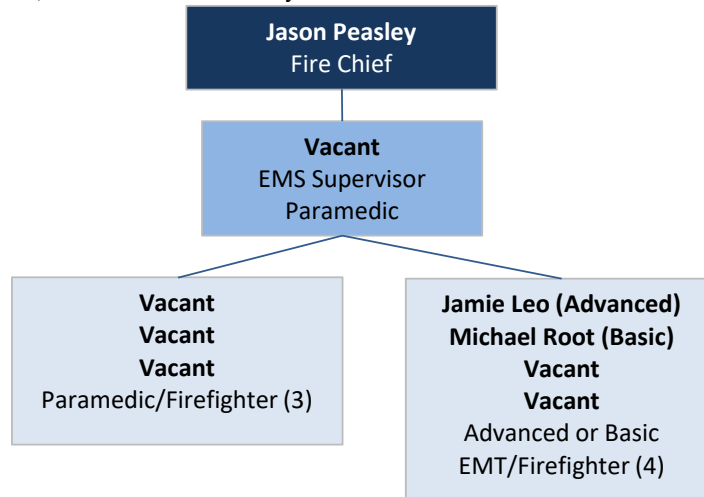
Rockport Fire will be providing full time EMS coverage to the Town of Rockport. This requires a minimum staffing level of eight persons, 4 Firefighter/EMT's and 4 Firefighter/Medics to be on duty 24 hours a day, 7 days a week. An ambulance will be located at the new West Rockport Fire Station, that will response to all EMS calls within Rockport. Firefighters/EMT's on duty daily will conduct checks on equipment, supplies, training, and vehicles, they will complete weekly trainings, complete station cleaning, work within the community at sports events, town events, hold CPR classes, and be available to assist or answer any questions Rockport citizens may have.

Mission:

The mission of the Rockport Fire Department is to protect its citizens and their property from fires and other emergencies as well as serve the community emergency medical needs by responding to calls and providing transport options to the hospital. Our goal is to minimize the loss of life and property when fires and other emergencies do occur.

Staffing/Organization Chart/Historical Staffing Levels

The Fire Department is supervised by one full-time Fire Chief,, 4 Firefighter/EMT's and 4 Paramedics. Shifts will consist of 1 Firefighter/EMT and 1 Paramedic on duty 24 hours, off 48 hours, on 24 hours and off 4 days.



Per Diem/On-Call Emergency Medical Techicians - all levels

Historic Staffing Levels - Seven-Year Comparison							
Fire Department	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2023	FYE 2024	FYE 2025
Full-Time						2	8
Perdiem/On-Call						0	2

Major Accomplishments for Fiscal Year Ending 2024

Rockport Fire hired two full time firefighter/EMT's to provide coverage 7 days a week from 7:00am to 6:00pm. This is the start of providing additional coverage to the citizens of Rockport. EMS coverage provided by Rockport Fire is a concept that has been discussed for the last 4-5 years and is starting to move in a full time direction.

Fiscal Year Ending 2025 Goals and Objectives

2024/2025 is bringing the option of Rockport Fire providing full time EMS coverage to the citizens of Rockport. For the past 9+ years NEMHS has been under contract to provide this service. As the State has seen over the last 3-4 years, for-Profit services are slowing downsizing and closing their doors. In just the last few years in Maine 12 different towns/Cities have gone from a For-Profit Ambulance Service to and municipality based fire/EMS service. There is great value to the town and its citizen to provide its own service, with 24 hour coverage. These employees are the available to the town 24 hours a day, maintain all the equipment, can assist with building duties, mowing, plowing, and other project in the community when available. Without a question there is a great cost to this way of providing service, but, the town now has 100% control over the EMS personnel, their work, their manners, their equipment, and how they provide service. This is not something we have at this time.

Upcoming Challenges Facing the Department

Funding and staffing will be the two biggest challenges.

Key Budget Changes

All new budget

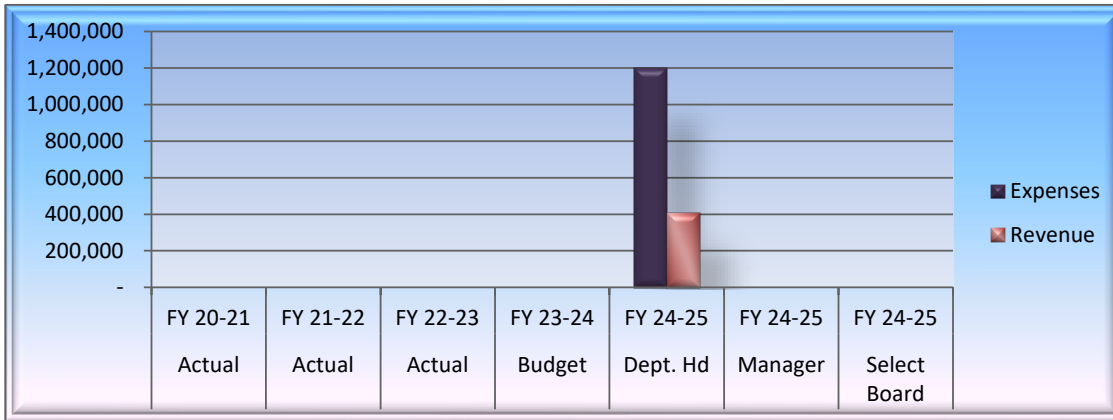
Performance Measures

Department Goal:	Performance Measure:	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024 12/31/2023
Prioritize, evaluate and control expenditures in operating and capital budgets to maintain a stable tax rate	Operating costs for Fire Services per \$1,000 assessment					
Maintain stable tax rate, while providing the highest quality of services possible within the resources available	Calls for Service					
	Community Outreach Programs					

275000

BUDGET SUMMARY

	FY 20-21	FY 21-22	FY 22-23	FY 23-24		FY 24-25		
	Actual	Actual	Actual	Budget	Y-T-D	Dept. Hd.	Manager	Board
2000 Personnel Services	-	-	-	-	-	584,410	-	-
2500 Employee Benefits	-	-	-	-	-	370,160	-	-
3000 Purchased and Contractual Services	-	-	-	-	-	27,950	-	-
4000 Other Contractual Services	-	-	-	-	-	127,650	-	-
5000 Supplies	-	-	-	-	-	25,775	-	-
7000 Capital Outlay	-	-	-	-	-	62,000	-	-
TOTAL- EMS Dept. Expenditures	-	-	-	-	-	1,197,945	-	-
					YTD	1,197,945		
TOTAL -EMS Dept. Revenues	-	-	-	-	-	408,000	-	-
						408,000		
					YTD			
NET EMS Dept. Budget	-	-	-	-	-	789,945	-	-
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!		
					YTD	789,945		



**Public Safety
EMS Department - 0405**

8 Full-time Employees

		FY 20-21	FY 21-22	FY 22-23	FY 23-24		FY 24-25			
		Actual	Actual	Actual	Budget	Y-T-D	Dept. Hd.	Manager	Board	
EXPENDITURES										
12/31/2023										
Personnel Services										
2009	EMS Department Wages						584,410	100.0%		
		-	-	-	-	-	584,410	100.0%	-	-
Employee Benefits										
2505	Unemployment Compensation						4,800	100.0%		
	Workers Compensation						4,180	100.0%		
2520	Income Protection						6,180	100.0%		
2530	Deferred Compensation						67,710	100.0%		
2540	Health Insurance						242,580	100.0%		
2550	FICA and Medicare Taxes						44,710	100.0%		
		-	-	-	-	-	370,160	100.0%	-	-
Purchased and Contractual Services										
3015	Computer Software License & Support						500	100.0%		
3035	Laundry Service						400	100.0%		
3050	Medical Exam						250	100.0%		
3090	Misc. Contracts - Medical Billing						18,000	100.0%		
3105	Travel Expenses						-	0.0%		
3210	Vehicle Repairs & Maintenance						2,000	100.0%		
3320	Telephone; Vehicle Cell Phone						750	100.0%		
3610	Computer Repairs & Maintenance						1,500	100.0%		
3620	Equipment Repairs & Maintenance						1,250	100.0%		
3805	Advertising						1,000	100.0%		
3820	Dues and Memberships						300	100.0%		
3920	Training & Education						2,000	100.0%		
		-	-	-	-	-	27,950	100.0%	-	-
Other Contractual Services										
4124	Vehicle Location Devices						500	100.0%		
4126	Inspecting/Testing Fire Ext						75	100.0%		
	Outside Agency Contract - EMS						127,000	100.0%		
4131	Vehicles Inspections						75	100.0%		
		-	-	-	-	-	127,650	100.0%	-	-
Supplies										
5330	Operational Supplies						7,000	100.0%		
5340	General Maintenance						1,000	100.0%		
5356	Radios & Pagers						4,500	100.0%		
5405	Computer/Office Supplies						1,200	100.0%		
5425	Postage						25	100.0%		
5435	Public Outreach Supplies						2,000	100.0%		
5450	Training Supplies						500	100.0%		
5505	Clothing/Uniforms						5,000	100.0%		
5515	Safety Gear						1,250	100.0%		
5605	Books Periodicals Subscriptions						-	0.0%		
5710	Small Tools & Misc. Equipment						300	100.0%		
5806	Diesel Fuel						3,000	100.0%		
5815	Vehicle Maint. Parts & Supplies						-	0.0%		
		-	-	-	-	-	25,775	#DIV/0!	-	-
Capital Items										
7255	EMS Department Lease Purchase						62,000	100.0%		
	2025 Ambulance						62,000			
7538	Radio Reserve - Digital Upgrade							0.0%		
	EMS Equipment						46,000	100.0%		
7374	Emergency Medical Services Reserve							0.0%		
7520	Vehicle Reserve							0.0%		
		-	-	-	-	-	62,000	#DIV/0!	-	-
TOTAL - EMS Dept. Expenditures		-	-	-	-	-	1,197,945	#DIV/0!	-	-
		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,197,945			

**Public Safety
EMS Department - 0405**

8 Full-time Employees

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	FY 23-24		FY 24-25			
				Budget	Y-T-D	Dept. Hd.	Manager	Board	
REVENUE									
Medical Billing						275,000	100.0%		
Use of Investment Funds						108,000	100.0%		
Restitution						25,000	100.0%		
Mutual Aid							0.0%		
Community Contracts							0.0%		
TOTAL EMS Dept. Revenues	-	-	-	-	-	408,000	100.0%	-	-
						#DIV/0!			
						408,000			
					YTD				
NET EMS Dept. Budget	-	-	-	-	-	789,945	#DIV/0!	-	-
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!			
						789,945			

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Public Safety Benefits

- In-house Firefighter and Paramedic 24/7
- Full commitment to citizens of Rockport with no interruptions or delays from transfers
- Improved and accountable response times, assisted by our mutual aid partnership with Rockland Fire/EMS or other future EMS services.
- 100% in control of the service, responses, equipment, training, and its personnel to ensure the highest level of customer service to Rockport residence and visitors.
- Working to limit impact to taxpayers by bringing revenue back to the Town via EMS billing service (600 calls = \$250,000-\$275,000 est.)
- Potential future revenue from other community EMS agreements

Community Value-Added Benefits

- "Open Door" policy for assistance
- Safety Inspections – Victualer/Lodging Licensing and Life Safety Code Compliance
- Safety preplanning for major events held by local businesses/organizations.
- EMS personnel at community events/sporting events
- Monthly Blood pressure clinics at the fire station
- Yearly flu shot clinics.
- Free yearly CPR/AED/First Aid/Stop the Bleed classes for Rockport citizens.

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Diane Hamilton, Executive Assistant and General Assistance Administrator

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The EMS Operations Supervisor for the Town of Rockport will report directly to the Fire Chief via the chain of Command. The primary responsibility of this role will be to function as a line EMS provider on the shifts they are assigned to along with the completion of additional managerial roles as defined by this job description and the Fire Chief. This role will require the selected candidate to oversee all EMS operations and assist the Fire Chief in management of the EMS service.

Primary Job Responsibilities:

- Respond to emergency calls to provide efficient and immediate medical care to the critically ill and injured, and to provide transport of the patient in accordance with MEMS Protocol
- Ensures proper operation of the apparatus to and from calls
- Ensures completion of all documentation for EMS calls based on MEMS and municipal requirements
- Provide Fire Scene Rehab duties.
- Provide Community Outreach and Education Duties as assigned by the Fire Chief
- Provide New Employee orientation for Volunteer, Per Diem and Career EMS members
- Perform station and apparatus care and maintenance as required or assigned

EMS Management Duties

- At the direction of the Fire Chief, the EMS Operations Supervisor will ensure the EMS coverage schedule is complete and vacancies/sick calls are filled as needed.
- Plan and coordinate the EMS training schedule for the department.
- Work in conjunction with the QA Manager to ensure all cases are reviewed in a timely manner
- Oversee and delegate when needed the regular inspection, storage and ordering of all consumable EMS equipment and medications
- Work in conjunction with the Fire Chief to ensure EMS operations are in accordance with Maine EMS rules and regulations
- Prepare department for State EMS inspections as needed.
- Assist Fire Chief in annual EMS re-licensure process.
- Coordinate all EMS durable equipment maintenance and P/M contracts.
- Assist Fire Chief with public safety planning in regard to EMS, including public outreach and education
- Assist the Fire Chief in annual budget presentation and capital planning in regard to EMS operations
- Assist the Chief in communication and coordination with affiliated EMS agencies and departments, including all mutual aid partners.

Required Qualifications:

- 18 years of age or older
- Complete and successfully pass a background check.
- Current Maine Driver's License or eligible for Maine Driver's License by date of hire.
- Complete and successfully pass a driving history check.
- Current Maine EMS - Paramedic license or eligible for Maine EMS Paramedic Licensure by date of hire
- Current Maine AVOC/EVOC Certification
- Previous EMS Management experience, 3-5 years preference
- Strong familiarity with Maine EMS Rules, Regulations and Protocols
- ICS 100, 700
- Competency in computer use including Windows and Microsoft programs.
- Strong organizational, time management and interpersonal skills

Preferred Qualifications:

- Management or Managery experience in other professional settings
- Current PHTLS/AMLS/ACLS/PALS/NRP Certifications
- AHA CPR Instructor
- Maine EMS I/C Licensure
- Maine/Pro Board Firefighter I and/or II
- Fire Officer I/II
- Pumps I Certification
- ICS 200, 300 and/or 400

Physical Requirements:

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by having to walk, stand, lift, carry and balance at times, in excess of 125 pounds. Motor coordination is necessary because of uneven terrain, the patient's and providers wellbeing, as well as other workers 'wellbeing must not be jeopardized. Providers will need to be able to respond and perform duties under sometimes extremely stressful environments with risks to providers safety a possibility in some fire and safety responses.

EEOC/ADA:

The Town of Rockport is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, age, religion, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.

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The EMS Provider - Paramedic for the Town of Rockport will report to the Fire Chief via the EMS Operations Supervisor. The primary responsibility of this role will be to function as a line EMS provider on the shifts they are assigned to along with the completion of additional tasks assigned as defined by this job description and the Fire Chief.

Primary Job Responsibilities:

- Respond to emergency calls to provide efficient and immediate medical care to the critically ill and injured, and to provide transport of the patient in accordance with MEMS Protocol
- Ensures proper operation of the apparatus to and from calls
- Complete daily readiness checks of all assigned EMS equipment
- Ensures completion of all documentation for EMS calls based on MEMS and municipal requirements
- Provide Fire Scene Rehab duties.
- Provide Community Outreach and Education Duties as assigned by the EMS Operations Manager
- Perform station and apparatus care and maintenance as required or assigned by EMS Operations Supervisor
- Provide general assistance as needed to the residents and visitors of the Town of Rockport in a manner keeping with a high level of professionalism and respect.

Required Qualifications:

- 18 years of age or older
- Complete and successfully pass a background check.
- Current Maine Driver's License or eligible for Maine Driver's License by date of hire.
- Complete and successfully pass a driving history check.
- Current Maine EMS - Paramedic license or eligible for Maine EMS Paramedic Licensure by date of hire
- Current Maine AVOC/EVOC Certification
- Strong familiarity with Maine EMS Rules, Regulations and Protocols
- ICS 100, 700

Preferred Qualifications:

- Current PHTLS/AMLS/ACLS/PALS/NRP Certifications
- AHA CPR Instructor
- Maine EMS I/C Licensure
- Maine/Pro Board Firefighter I and/or II

- Pumps I Certification

Physical Requirements:

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EEOC/ADA:

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Position Title: Firefighter I & II and Basic EMT

Department: Fire

Report To: Fire Chief/ Chief Officer on Duty

POSITION SUMMARY:

Rockport firefighters respond to emergency calls and perform fire suppression and may be asked to first respond to emergency medical services; also perform a variety of duties in and around the fire station and out in the community. Specific tasks and responsibilities will be assigned by the Fire Chief or Chief Officer on duty and will be based on the firefighter's training and certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responds to fire and EMS emergencies calls; performs fire suppression activities, first respond to emergency medical calls, cold water rescue, search and rescue and other life-threatening emergencies.
2. Maintain a physical condition to perform firefighting duties, to include climbing ladders, climbing stairs and crawl on the ground with full turnout gear and air pack, complete search and rescue, work in hot and cold conditions, carry up to 100lbs, and completely daily work tasks in and around the stations.
3. Conduct daily truck and equipment checks as well as weekly SCBA, Equipment and other tools checks.
4. Conduct monthly pumps checks.
5. Performs work in and around the fire station, weekly inspections of gear, pumps, including cleaning of apparatus and stations.
6. Attending and participating in weekly or monthly meetings and training.
7. Keep up to date on all mandatory training and certifications.
8. Assists the department in educating citizens on fire prevention and safety; provide tours of the fire stations and apparatus.
9. Participates in community service activities and events.
10. Participate in required training and annual recertification.
11. Provides support to careers and other firefighters within their knowledge, skills, and abilities.
12. Assist in winter months with plowing and clearing of Rockport fire hydrants.
13. Performs other related duties as required by the Fire Chief or Chief Officers.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. May assist Public Services with non-emergency activities, closing roads, work in/on other town buildings or properties, plowing town parking lots, shoveling fire hydrants, and other tasks as assigned.
 2. Develop and facilitate training programs within the department for all firefighters.
 3. Assist with local parades, fire departments events.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of the Town of Rockport
 2. Be reliable and trustworthy.
 3. Be well organized.
 4. Be able to work harmoniously with co-workers and with the public.
 5. Perform duties in a conscientious and cooperative manner.
 6. Be neat and maintain a professional appearance.
 7. Understand and work within the Town's Policies and Procedures.
 8. Maintain confidence by keeping information concerning employees, personnel issues and Town operations confidential.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds, as well as prolonged sitting, standing, and walking. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Physical flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and

readiness that will enable him/her to handle recurrent contacts and involvement with dangerous and potentially dangerous situations, sometimes on very little sleep. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and other protective clothing. Uses Firefighter turnout gear, SCBA, Fire apparatus, hoses, nozzles and appliances, ladders, fuel/air/hydraulic powered tools, hand and stationary tools, jacks, airbags, air monitoring meters, climbing ropes and hardware, cameras, and radios. When in the fire station, the employee is regularly required to sit for prolonged periods of time, talk and hear, and use hands and fingers to operate a standard computer keyboard and mouse.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be subjected to exposure to unpredictable situations which may hazard life or limb, including electrical hazards, fire hazards and unsafe building conditions, and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and manmade disasters, and hazards associated with working in and near traffic. The employee must also be able to endure high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions. This position has frequent exposure to both physical and mental stress; must be able to endure mental stress associated with dangerous situations, workload, deadlines, and dealing with the public. The nature of the work has the potential of exposure to Bloodborne pathogens, biohazardous materials and waste, second-hand smoke, narcotics and individuals with contagious diseases.

Note: Subject to recall outside of scheduled hours for emergencies and must be able to meet the required response time.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Good verbal and written communication skills.
- A strong team player
- Ability to stay organized, manage time and prioritize demands to meet deadlines and other expectations.
- Ability to stay calm in emergency situations, as well as think, make quick decisions, and act in a manner that can affect life and limb and other serious outcomes.

Education Requirements: The following education requirements are considered essential:

- High-school diploma or equivalent required
- Firefighters I & II Certificate
- Basic EMS Maine License
- NIMS 100 and 700 required.
- Knowledge of the principles, practices, methods, and equipment employed in modern firefighting and emergency medical services, knowledge of fire hazards and fire prevention techniques.
- This position requires the use of a town vehicle. The individual must be physically capable of operating the vehicle safely, possess and maintain a valid driver's license and have an exemplary driving record. Driver's license checks will be conducted yearly.
- Must have no felony convictions, and successfully pass a background check as well as drug screening.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date