

North Canton City Council
Personnel and Safety Committee

ORDINANCE 68 - 2020

An ordinance to amend Chapter 135, Department of Fire and Emergency Medical Service, of the Codified Ordinances of the City of North Canton, specifically Section 135.03(a), Personnel, to create the Fire Battalion Chief position.

WHEREAS, the City wishes to preserve the exemplary function of the North Canton Fire Department, and;

WHEREAS, the City wishes to establish a clear chain of command and succession in the event that the Chief of the Fire is unavailable, or unable to perform their duties.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

Section 1. That the position of full-time Fire Battalion Chief be, and is hereby, created with the job description attached hereto and incorporated herein as "Exhibit A" as may be amended from time to time and kept on file by the Department of Administration.

Section 2. That pursuant to Charter Section 3.08(1), Civil Service Commission, the Fire Battalion Chief, as established herein, shall be placed in the classified service of the City.

Section 3. That Chapter 135, Department of Fire and Emergency Medical Service, of the Codified Ordinances of the City of North Canton, specifically Section 135.03(a) Personnel, be, and is hereby, amended to read as follows:

(a) The Fire and Emergency Medical Service Department shall be comprised of the following ranks and positions:

- (1) One (1) full-time Chief of Fire and Emergency Medical Service Department;
- (2) One (1) Full-time Fire Battalion Chief;
- (3) No more than three (3) full-time Firefighter/EMT/Fire Inspectors;
- (4) No more than three (3) full-time Captains-Emergency Medical Technician-Paramedics;
- (5) No more than nine (9) full-time Emergency Medical Technician Paramedics (EMT-P);
- (6) Together with those part-time volunteer personnel, as required, and that shall be designated by the Director of Administration.

Section 4. That if a provision of this ordinance is or becomes illegal, invalid, or unenforceable, it shall not affect the validity or enforceability of any other provision of this ordinance.

Section 5. That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

Passed in Council this 14th day of December 2020.

Attest: Benjamin R. Young
Benjamin R. Young, Clerk of Council

Stephan B. Wilder
Stephan B. Wilder, Mayor

Signed on: 14 December 2020

JOB DESCRIPTION

Position Title:

Battalion Chief

Team Interactions:

Fire/EMS (including Firefighters, Medics, EMTs, and any support personnel)

Supervisor:

Fire Chief and Assistant Fire Chief

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City.

Definition/Purpose:

The principal function of an employee in this class is to lead the team of all North Canton firefighters, Medics, EMTs, and any support personnel; monitor safety precautions and equipment use; coordinate the efforts of the fire department's personnel; and assist their superiors in managing community outreach.

This position provides clear and concise communication in order to effectively manage the Fire/EMS team and interact with the public when necessary. In addition, Battalion Chief possesses a strong familiarity and expertise within the department, as well as the ability to make decisions under emergency or stressful situations.

Primary duties include deploying teams and filling in for the Fire Chief when necessary. Battalion Chief trains staff and inspects/replaces equipment within the department. In addition to the management of Fire/Medics, this position also helps organize fire prevention programs within the community, and may collaborate with Fire Chief and coworkers to develop budget and resource management plans.

The nature of this position is supervisory, so some flexibility is required. The primary shift is 40 hours per week; however, this position may require being on-call for varying days and hours from week-to-week.

ESSENTIAL DUTIES

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Depending upon assignment, duties may include (but are not limited to) the following:

- Plan, direct, and coordinate the staffing and activities of all Fire/EMS personnel on shift or personnel assigned to the other fire services. Communicate and consult as necessary with subordinate officers regarding the activities of their units.
- Maintain department schedules, payroll and assist with department budget
- Respond to fire and other emergency alarms, allocate appropriate personnel resources and equipment, supervise fire control work unless relieved by a superior officer, and provide overall coordination, direction, and detailed instruction to subordinate personnel.
- Assist in the work of extinguishing fires and in the performance of related lifesaving and property protection work as needed.
- Manage and oversee the safety of fire personnel and citizens.
- Periodically inspect personnel, equipment, and facilities on shift.
- Maintain discipline, assure that rules are observed, and make recommendations or take action on personnel matters, including administering disciplinary action.
- Effectively plan, direct, and coordinate assigned program(s).
- Provide for the training of personnel at both individual and company-wide levels; provide appropriate feedback and guidance to personnel; attend training sessions and conferences.
- Study and become familiar with the Department's jurisdictions, e.g. streets, intersections, fire hydrants, water mains, and sprinkler systems.

- Confer with superior officers on policy and procedural matters.
- Maintain records; prepare, review, and edit reports; and make public and/or committee presentations.
- Undertake or assist with special projects, reports, and studies.
- Maintain liaison with officials of neighbouring fire departments and districts.
- Represent the Department on various inter-agency committees and community interaction.
- May assume on-call duty on a rotating basis.
- May temporarily assume the duties of higher administrative-level classifications.
- Maintain current Fire/EMS certification as deemed by the State of Ohio and/or the Medical Control Board.

REQUIRED EXPERIENCE AND EDUCATION

- Must have a high school diploma (or equivalent)
- Four (4) years' current experience as North Canton Emergency Medical Technician-Paramedic (EMT-P)/Firefighter
- State of Ohio Firefighter II Certification
- State of Ohio Fire Safety Inspector Certification
- NIMS 100,200,700 (required to take civil service exam)
- NIMS 300 & 400 (will be required after appointment)