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AGREEMENT

Between the DeWITT FIRE DISTRICT, hereinafter referred to as “the District”, and the DeWITT PROFESSIONAL FIREFIGHTERS ASSOCIATION, Local #2733, hereinafter referred to as “the Association”, to govern the terms and conditions of employment and the administration of grievances arising hereunder.

1. RECOGNITION

The District agrees that the Association is the exclusive bargaining agency for all paid full-time Firefighters, Fire Officers, and paid full-time Firehouse Caretakers who are now or hereafter employed by the District.

2. DEFINITIONS

(a) Firehouse Caretaker shall be an employee who is responsible for seeing that all fire station property is maintained constantly ready for use. He is also the watchman for the property. He also has such further responsibilities as shall be directed by the Fire Captain, Fire Lieutenant, the Fire Chief, or in the absence of the Fire Chief, the deputies, or in the absence of any of the foregoing, such other officer as may be authorized pursuant to rules and regulations duly adopted and promulgated by the Board of Fire Commissioners. Caretakers are protected as to job status under Section 75-C of the Civil Service Law.

(b) The term “Firefighter” shall include both the job titles “Firefighter” and “Firefighter/EMT” and shall be an employee who engages in the prevention, control, and extinguishment of fires, and other such duties as directed by the Fire Lieutenant, Fire Captain, Fire Chief, or in the absence of the Fire Chief, the deputies, or in the absence of any of the foregoing, such other officer as may be authorized, pursuant to the rules and regulations duly adopted and promulgated by the Board of Fire Commissioners, provided, however, that such other duties are consistent with the job title.

(c) Shift Definitions

“ Shift” – one scheduled work period within a 24 hr. time frame

“Captain/Lieutenant//Firefighter/EMT Shift Rotation” – 2 days/2 nights/4 off.

(d) Overtime shall be the number of hours (to the nearest quarter hour) thereof required to be worked during any one calendar week exceeding the maximum, according to law.

(e) Year means the fiscal year of the District, which is January 1 to December 31.

(f) Board is the Board of Fire Commissioners of the DeWitt Fire District.

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(g) Employee means all paid full-time Firefighters and paid full-time Firehouse Caretakers.

(h) Chief is the duly appointed Career Fire Chief, or in his/her absence, duly nominated and appointed Volunteer Deputy Fire Chief(s) of the DeWitt Fire District.

(i) The term "Fire Officer" shall include both the job titles "Fire Captain" and "Fire Lieutenant", and shall be paid officers duly appointed pursuant to the rules and regulations of the Onondaga County Department of Personnel and the New York State Civil Service Law. Authority, duties, and responsibilities of the position shall be those delegated or directed by the Board or the Chief or his deputies.

3. RULES AND REGULATIONS

Firefighting is a profession which demands a state of readiness, strict discipline, and a measure of obedience and valor not expected in ordinary callings. This requires the establishment of a broad range of proscribed conduct, without detailing every possible duty or responsibility of office.

The parties agree that responsible rules and regulations made by the District, including the qualifications of employment, delegation of authority and responsibility, demeanor at the fire station, care of equipment, disciplinary measures, and other pertinent matters relating to the operation of the department shall be observed and respected by all employees. Said Rules and Regulations shall be in conformance with work rules and penalties as established by the Board on March 11, 1985 and any additional rules as may be promulgated by the Board and New York State.

4. COMPENSATION

(a) WAGES shall be paid in accordance with Schedule "A" which is attached hereto and made a part hereof.

(b) OVERTIME - The District shall compensate for overtime by payment to the employee at a rate of one and one-half (1 1/2) times his normal hourly base rate for the overtime worked with said payments to be made on June 10 and December 10. The Association may, by mutual agreement with the District, as stated in the Fair Labor Standards act, which caps Compensatory Time at 480 hours, accept compensatory time off at a rate of one and one-half (1 1/2) times the amount worked, in lieu of payment.

The foregoing refers to overtime incurred by firefighters having to work on a scheduled day off, or by firefighter recall to the fire station after having completed his work day, or by firefighter being kept at work after the end of his regularly scheduled work day. The payment of overtime or extra pay for any hour, to the nearest one-quarter of an hour, excludes the time from consideration for overtime or extra pay on any other basis, thus eliminating a pyramiding of overtime or extra payments.

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(c) FIREHOUSE CARETAKER - The working schedule for each Firehouse Caretaker shall consist of a 24-hour workday every third day. The annual salaries as set forth in Schedule "A" include payment for straight time and regularly scheduled overtime. This anticipates an average of 2920 regularly scheduled hours per employee to be worked in any one calendar year, less vacation and holiday time falling on any scheduled workday. Said annual salaries shall be paid in equal bi-weekly installments.

(d) LONGEVITY ALLOWANCE shall be paid pursuant to Schedule "A".

(e) DUES: All employees shall participate in the cost of bargaining as per notice by the Association to the DeWitt Fire District Treasurer, and upon payment to the Association, the District shall be relieved of further responsibility therefore.

(f) DEFERRED COMPENSATION PLAN

The District, in coordination with the Association, will establish, at no cost to the District, a deferred compensation plan. An employee may, within statutory and plan limits, contribute a portion of his or her salary to the plan. The Association and the employees agree to indemnify and hold the District harmless for any and all claims which may result from the establishment and implementation of a deferred compensation plan.

Any litigation cost that may result from the establishment and implementation of a deferred compensation plan will be absorbed by and will be the responsibility of the Association.

5. HOLIDAYS

(a) Employees shall have eleven (11) paid holidays per year and shall be worked as they fall in any regular shift rotation. The following days are designated as paid holidays:

- | | |
|---------------------------|--------------------------|
| 1. New Years Day | January 1 |
| 2. Martin Luther King Day | 3rd Monday in January |
| 3. Lincoln's Birthday | February 12 |
| 4. Presidents' Day | 3rd Monday in February |
| 5. Memorial Day | Last Monday in May |
| 6. Independence Day | July 4 |
| 7. Labor Day | 1st Monday in September |
| 8. Columbus Day | 2nd Monday in October |
| 9. Veterans' Day | November 11 |
| 10. Thanksgiving Day | 4th Thursday in November |
| 11. Christmas Day | December 25 |

(b) Scheduled shift rotation firefighters (“A”, “B”, “C”, and “D”) will be paid one-tenth (1/10) of their average straight time bi-weekly salary for each of the holidays set forth above. If the firefighter has been employed for less than the applicable calendar year, he or she will be paid a pro rata sum based upon the number of holidays occurring during his employment on the scheduled shifts. Such payment shall be made in lieu of compensatory time off. Payment shall be made on or about December 10th by separate check.

(c) The holiday period for Firehouse Caretakers shall be as follows: person working the holiday to be paid regular salary only, at that time. On or about December 10, each of the present permanently appointed caretakers shall be paid a lump sum computed at one and one-half (1 ½) times their regular scheduled base rate on hours as follows:

2005	11+ 3 = 14 Holidays (or days designated) times 24 hours = 336 hours divided by 3 = 112 hours each
2006	11+ 3 = 14 Holidays (or days designated) times 24 hours = 336 hours divided by 3 = 112 hours each
2007	11 + 1 = 12 Holidays (or days designated) times 24 hours = 288 hours divided by 3 = 96 hours each

When a holiday falls on a Saturday or Sunday, the number of holidays in the above equation increases from eleven accordingly.

(d) In the event that a substitute caretaker works a holiday, the cost of the substitute caretaker will be deducted from the share of the individual who failed to work on his or her scheduled holiday due to an unexcused absence. An excused absence shall be limited to: a regular scheduled vacation, bereavement, or legitimate sick time.

The lump sum payment is to be apportioned in the event of termination during the year and payable at termination.

Each full-time Firehouse Caretaker, on any two (2) holidays, shall be allowed up to ten (10) cumulative hours off, without loss of compensation, of his or her choice on which he or she is scheduled to work, during the year. Example: A Firehouse Caretaker uses 5 hours on Thanksgiving and another 5 hours on Christmas for a total of 10 cumulative hours. Said caretaker must insure the availability of a qualified substitute for those hours and give the Chief a minimum of one week notice of his or her intention to exercise the foregoing option. Unused hours under this provision shall be forfeited and not carried forward.

6. VACATIONS

(a) Firefighters, Fire Officers, and Firehouse Caretakers shall receive the amount of vacation set forth below, provided each has completed the period of continuous full time employment prior to the date on which vacation is taken. Said vacation time will be compensated at each employee’s current total rate.

PERIOD OF CONTINUOUS EMPLOYMENT	AMOUNT OF VACATION	
	Firefighter	Firehouse Caretaker
1. Less than one Year	None	None
2. From One Year to Five Years	2 Shift Rotations	120 Hours
3. From Five Years to Ten Years	3 Shift Rotations	168 Hours
4. Ten Years to Twenty Years	4 Shift Rotations	240 Hours
5. Twenty Years and over	5 Shift Rotations	288 Hours

(b) The Annual Vacation Period shall be from January 1 to December 31. Only one Firefighter, Fire Officer, or Firehouse Caretaker may take his or her vacation at any one time, except at the discretion of the District. Vacation picks based on seniority with approval by the Chief. Once approved, a senior member cannot bump the vacation. Any unscheduled vacation after January 1 is selected on a first come, first served basis. This process will continue unless changed by this agreement.

(c) During an emergency proclaimed by or on behalf of the District, the vacation herein provided may be postponed. Upon cessation of the emergency, each employee who lost vacation days due to the emergency shall receive within six months from such cessation, a leave of absence with pay equal to the number of days lost from his or her vacation.

(d) Except for the provisions of (c) above, all vacation days must be taken by December 31 of any year or be forfeited, excepting that the practice of rescheduling vacation times in the following year shall continue when the individual is unable to use vacation time due to circumstances beyond the individual’s control. Vacation periods shall be limited, consecutively, to a maximum of two shift rotations for Firefighters and Fire Officers, and 120 hours for Caretakers. No entitlement to vacation shall accrue for the year following termination or retirement. New Hires Only: Beginning with the first year of entitlement, vacation may be used within the remainder of current calendar year or within first quarter of coming year.

7. LEAVES

A. SICK LEAVE

(a) Firefighters/Fire Officers - After the first three months of employment, sick leave without loss of salary shall be accumulated at a rate of twelve (12) hours per month worked. The total allowable accumulation of sick leave is 1080 scheduled work hours. Income from non-occupational disability insurance or benefits from workers compensation shall be deducted from salary. Sick leave shall not accumulate during a period of non-occupational disability.

(b) Firehouse Caretakers - After the first three months of employment, sick leave without loss of salary shall be accumulated at the rate of one-half workday (12 Hours) for every month worked. The total allowable accumulation of sick leave is 1560 scheduled work hours. Income from non-occupational disability insurance or benefits from workers compensation shall be deducted from salary. Sick leave shall not accumulate during a period of non-occupational disability.

(c) The District reserves the right to require appropriate proof of disability in the event that any employee should miss more than one workday. If required, the employee shall furnish certificate from physician to the Chief, with a copy to the District Secretary, before returning to work indicating that he or she is able to perform all his or her usual duties. Failure to submit sufficient proof of illness when required to do so, or in the District's judgment, the submitted proof does not justify the employee's absence, shall cause such absence to be considered time off without pay.

(d) For purposes of accumulating sick leave entitlement, an employee who works at least 50% of the full days for which he is scheduled to work in any month shall receive full credit for that month.

(e) Attendance Incentive: Any employee who takes no sick leave during the year shall receive a payment of three hundred and seventy-five dollars (\$375.00). Any employee who uses sick leave for one shift or a portion of one shift during the year shall receive a payment of two hundred and twenty-five dollars (\$225.00). Any employee who uses sick leave for two shifts or portions of two shifts during the year shall receive a payment of seventy-five dollars (\$75.00). No payment will be made under this provision to any employee who uses more than the foregoing sick leave. An absence due to an on-the-job injury shall not be construed as an absence or use of sick leave for the purposes of this provision. Payout to be made by end of January following the year in question.

(f) There shall be no payment for accumulated sick leave upon termination of employment or retirement.

B. PERSONAL LEAVE

After six months of continuous employment, each employee is granted an annual, non-cumulative personal leave not to exceed 40 scheduled work hours for Firefighters and not to exceed 72 scheduled work hours for Firehouse Caretakers. Personal leave shall be granted only at the request of the employee, specifically stating the reason on the "Request for Leave" form. Personal leave shall only be granted at the discretion of the Chief, or in his absence, the deputies. It is the intent of the District that such personal leave be granted only for the conduct of personal affairs or for meeting appointments that cannot be scheduled except during regular working hours. Personal leave shall not be used in lieu of vacation or sick leave. There shall be no requirement that a full scheduled workday be used at any time for personal leave, but it must be for no less than one hour.

C. BEREAVEMENT

Leave shall be granted for not more than three scheduled work days for Firefighters and Fire Officers, and two scheduled work days for Firehouse Caretakers, at the time of bereavement, for death of spouse, father, mother, brother sister, children, grandparents, grandchildren, mother-in-law, or father-in-law. This leave is non-cumulative and is subject to the Chief's discretion.

D. ASSOCIATION BUSINESS

Employees selected or appointed to represent the Association shall be granted leave without loss of pay to perform certain functions. Such functions include, but are not limited to, attendance at regular and special meetings, conventions, seminars, conferences, and activities related to grievance procedures. A total of up to six (6) days annually shall be allowed for any combination of the foregoing activities. (Example: one employee uses three (3) days of this leave and a different employee uses three (3) days of this leave. Total is six (6) days which is the maximum allowed under this provision).

E. JURY DUTY

The District shall grant leave, without loss of pay, for up to five (5) shifts to an employee who is serving as a juror. The employee will remit to the District any pay received as a juror during this period.

F. MANDATED COURT APPEARANCES

The District shall grant leave, without loss of pay, to any employee required to appear before a court, judge, justice, magistrate, coroner, plaintiff, or defendant, when such appearance specifically relates to DeWitt Fire District business. If such appearance occurs while employee is off duty, the employee shall be compensated at his calculated overtime rate.

8. RETIREMENT PROGRAM

(a) Firefighters and Fire Officers

The District hereby agrees to provide Firefighters with non-contributory retirement benefits pursuant to Section 384-d of the New York State Retirement Laws and Social Security Law.

(b) Firehouse Caretakers

The District hereby agrees to provide Firehouse Caretakers employed on or after July 1, 1976, but prior to September 1, 1983, with retirement benefits pursuant to Article 14 (Tier 3) of the New York State Retirement Laws and Social Security Law.

The District hereby agrees to provide Firehouse Caretakers employed on or after September 1, 1983 with retirement benefits pursuant to article 15 (Tier 4) of the New York State Retirement Laws and Social Security Law.

(c) Retirement Healthcare

Any member of the bargaining unit who retires shall be given the option of maintaining individual health insurance with the District. This benefit is only available to members who retire after January 1, 2005. The rules for retirees are as follows:

1. Any employee who retires from the DeWitt Fire District directly into the New York State Police and Fire Retirement System (PFRS), with twenty years of credited service as a firefighter, of which at least ten (10) years is with the DeWitt Fire District; or
2. Any employee who retires from the DeWitt Fire District directly into the New York State Employees Retirement System (ERS), with twenty years of credited service as a Firehouse Caretaker, of which at least ten (10) years is with the DeWitt Fire District; and
3. The District agrees to pay three percent (3%) of the premium for each year of "full-time" service to the District up to a maximum of eighty-five percent (85%);
4. Any employee who voluntarily retires prior to age fifty (50), the benefit will terminate after 10 years;
5. Any employee who retires age fifty (50) and above, when the employee reaches the age he/she is eligible for Medicare, the insurance shall switch to a secondary gap insurance at the same percentages.
6. The retiree is to pay his part of the health insurance by the 15th of the previous month by check to the DeWitt Fire District, to continue health insurance coverage. Failure to do so will terminate the health insurance coverage.

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RETIREMENT HEALTHCARE

DeWITT FIRE DISTRICT'S RESPONSIBILITY BASED ON 3% FOR EVERY YEAR OF SERVICE

YEARS OF SERVICE	3% PER YEAR
1	3%
2	6%
3	9%
4	12%
5	15%
6	18%
7	21%
8	24%
9	27%
10	30%
11	33%
12	36%
13	39%
14	42%
15	45%
16	48%
17	51%
18	54%
19	57%
20	60%
21	63%
22	66%
23	69%
24	72%
25	75%
26	78%
27	81%
28	84%
29	85%
30	85%

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9. UNIFORMS AND EQUIPMENT

The District, at its expense, hereby agrees to supply the employees with uniform jackets, work uniforms, and all necessary protective equipment. Full time Firefighters and Fire Officers shall, upon employment, receive three (3) uniform shirts, three (3) uniform pants, one (1) uniform jacket, one (1) nametag, and one (1) badge. Following successful completion of probationary period one approved dress uniform will be provided. Thereafter, the District shall create an account, credited in January of the following year, of \$475 annually per firefighter which is equal to the cost of three shirt and pants sets. This account shall be used by the employee to purchase firefighting station wear such as, but not limited to, uniforms, belts, footwear, dress gloves, or helmets. This account shall not be used for the purchase of firefighting turnout coat and bunker pants normally issued to the employee and shall not be used as a supplement to the budget to purchase items not included in the budget or such equipment as hose, air packs, and other equipment normally provided for under other budget expenses. This equipment shall remain the property of the District and must be maintained in serviceable condition. It shall also be in compliance with District-established vendors and styles. In the event this equipment becomes unserviceable it shall be surrendered to the District for disposal. It is the responsibility of the employee to maintain, in good condition, a minimum of three (3) complete sets of uniforms, inclusive of the on- shift set. In the event that the employee does not use the entire value of the account annually, the balance shall be rolled over into the next year's account. A maximum ceiling of accruals in the amount of \$1,000 is established for these accounts. At no time shall the employee be able to be reimbursed for the cash value of the account, nor shall the employee purchase any equipment without prior District approval and through normal purchasing channels. All such wearing apparel and equipment are to remain the property of the District, are intended for use while on duty, and are not intended for personal use.

Firehouse Caretakers shall, upon employment, receive three uniform shirts, three uniform pants, one uniform jacket, one nametag, and one badge. Following successful completion of probationary period one approved dress uniform will be provided. Thereafter, the District shall create an account, credited in January of the following year, of \$275 annually per caretaker to purchase any uniform needs, including shoes, which meets with the approval of the Chief. In the event that the employee does not use the entire value of the account annually, the balance shall be rolled over into the next year's account. The maximum ceiling of accruals in the amount of \$750 is established for these accounts. At no time shall the employee be able to be reimbursed for the cash value of the account, nor shall the employee purchase any equipment without prior District approval and through normal purchasing channels. All such wearing apparel and equipment are to remain the property of the District, are intended for use while on duty, and are not intended for personal use.

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All such wearing apparel and equipment noted above shall be returned, when requested, to the Fire Station upon termination of employment. Replacement of jackets shall be subject to the recommendation of the Chief. Periodic cleaning of jackets shall be at the District's expense, subject to the recommendation of the Chief. All uniforms and equipment damaged in the line of duty shall be replaced by The District at no cost to the employee or employee's uniform account.

10. EDUCATION AND TRAINING

(a) Mandatory Training

If requested of and authorized by the Chief in advance and approved by the Board, The District agrees to reimburse each Firefighter or Fire Officer for the full cost of tuition and course material and grant overtime (1 ½), when course occurs while off duty, for attendance at mandatory courses of study and training in the field of firematics or emergency medical and advanced life support systems approved by the pertinent authorities of the State of New York. The Association may, by mutual agreement with the District, accept compensatory time off at a rate of one and one-half (1 ½) times the amount worked, in lieu of payment. "Mandatory" shall refer to courses and requirements necessary for maintaining Civil Service position status for employment with the District and/or at the discretion of the Chief with appropriate advance notice. The Chief may, at his discretion, with 14 days minimum notice, direct attendance at courses, drills, etc. at a maximum of 8 hours a year per employee.

(b) Other Training

Other courses requested must also be submitted to the Chief and have approval of the Board. The approval of any courses, compensation for courses and related costs does not in itself set a precedent for future requests. All requests will be considered on their merit and benefit to the District. Such reimbursement shall be paid only when submission of evidence or certification that the course was satisfactorily completed. In the event that attendance at such courses requires travel outside Onondaga County or the several contiguous counties, the Board may grant advance authorization for the reimbursement of actual and necessary travel and living expenses.

11. SHIFTS AND STAFFING

(a) Firefighters’ work day shall be those hours scheduled by the Fire Chief, or in the absence of the Fire Chief, the deputies. Firefighters and Firehouse Caretakers work schedule shall be fixed ninety (90) days prior to any changes or revisions. In case of emergency, the Fire Chief shall have the discretion to waive the ninety day notice requirement.

(b) Firehouse Caretaker’s work day shall begin at 8:00 A.M. and continue until 8:00 A.M. on the following day.

(c) Firefighter/Fire Officer Shift Rotations

“A” Shift Rotation - 2 ten-hour days - 2 fourteen-hour nights - 4 days off

“B” Shift Rotation- works opposite “D” shift - 2 ten-hour days - 2 fourteen-hour nights - 4 days off

“C” Shift Rotation - works opposite “A” shift - 2 ten-hour days - 2 fourteen-hour nights - 4 days off

“D” Shift Rotation - follows “A” shift - 2 ten-hour days - 2 fourteen-hour nights - 4 days off

(d) Shift Rotation Example:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	B/C	B/C	A/B	A/B	D/A	D/A	C/D
Week 2	C/D	B/C	B/C	A/B	A/B	D/A	D/A
Week 3	C/D	C/D	B/C	B/C	A/B	A/B	D/A
Week 4	D/A	C/D	C/D	B/C	B/C	A/B	A/B
Week 5	D/A	D/A	C/D	C/D	B/C	B/C	A/B
Week 6	A/B	D/A	D/A	C/D	C/D	B/C	B/C
Week 7	A/B	A/B	D/A	D/A	C/D	C/D	B/C
Week 8	B/C	A/B	A/B	D/A	D/A	C/D	C/D

(e) Each shift shall be manned by one (1) Shift Officer and two (2) Firefighter/EMT’s. There shall be a minimum of one (1) Paramedic scheduled on duty at all times.

12. HEALTH INSURANCE AND DENTAL INSURANCE

The District shall provide Excellus Blue Cross/Blue Shield Health and Hospital Insurance for both individual and dependent coverage. The adopted plan shall be the BlueEPO plan unless changed by this agreement. The District will be responsible for eighty five percent (85%) of the cost of the plan for the term of this agreement. The Employee will contribute fifteen percent (15%) by payroll deduction on a pretax basis.

BlueEPO Balance Option 11	2-Tier Rates
Deductible	None
Coinsurance	None
Inpatient Co-Payment	None
Office Visit Co-Payment	\$15.00
Out of Pocket Max	None

The following riders will also be included in the Blue EPO Health Insurance Plan:

1. Durable Medical Equipment
2. Inpatient Physical Rehabilitation
3. Inpatient Chemical Detox & Rehabilitation
4. Student to age 25
5. \$10/\$25/\$40 with \$0 Co-Payment on Generic up to age 19

The District shall provide family Dental Prime Blue Insurance for both individual and dependent coverage. The District will be responsible for eighty five percent (85%) of the cost of the plan for the term of this agreement. The Employee will contribute fifteen percent (15%) by payroll deduction on a pretax basis.

The following Classes will be included in the Dental Prime Blue Insurance Plan:

1. Class 1: Preventative Services Allowances
2. Class 2: Basic Dental Services Allowances
3. Class 3: Major Dental Services Allowances
4. Class 4: Orthodontics

The following Riders will also be included in the Dental Prime Blue Insurance Plan:

1. College student to age 25

The District will pay any full time employee \$2,500 annually, in bi-weekly installments, should the employee choose not to be covered under the District health and dental plans and shows proof of alternate coverage.

Subject to certification by the attending physician, health insurance for each employee shall be continued at District expense during each health-related absence from work,

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except, in the case of total, permanent disability unrelated to employment by the District.

The District shall provide non-occupational disability insurance providing New York State minimum statutory benefits.

13. GRIEVANCE PROCEDURE

The purpose of this procedure is to provide an orderly method for settlement of a dispute between the parties over the interpretation, application, or claimed violation of any of the provisions of this agreement. Such dispute shall be defined as a grievance under this agreement and must be presented within one week of the date of the occurrence of the event over which grievance is made, and be processed in accordance with the following steps, time limits, and conditions:

STEP 1

The grievant shall first discuss his or her grievance with the Shift Officer, or in the absence of the Shift Officer, with such other designated acting officer duly authorized to act in his place.

If not settled by discussion with the Shift Officer, or other acting officer, the grievant shall immediately ask for and be granted, without delay, a conference with the Chief.

STEP 2

If not settled by conference with the Chief, the grievant, within five days after said conference, shall serve a written memorandum upon the Chief and the Board. Grievant then may take up the grievance orally with a member of the Board designated for this purpose. At this conference, the grievant may appear with counsel or with another member of the Association.

STEP 3

If the grievance is not settled by Step 2, the grievant shall request consideration by the Board which shall consider same at the next Board Meeting and within ten days thereafter, give grievant a written answer.

STEP 4

If the grievance is not settled by the written answer of the Board, the Association may further appeal by giving written notice thereof to the Chairman of the Board within five (5) days after receipt of the written answer of the Board. The parties shall then, with reasonable promptness, agree to the appointment of an impartial arbitrator and submit the grievance to him for decision.

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The arbitration proceeding shall be conducted under the rules of the American Arbitration Association, which shall include the selection process for an arbitrator.

The arbitrator shall have no power or authority to add to, subtract from, change, or alter any of the provisions of this agreement.

The decision of the arbitrator shall be final and binding upon the parties.

Fees and expenses of the arbitrator shall be borne equally by the parties.

If the Board, the District, or any designated representative fails to hold a conference or give an answer within the time limits provided, the grievant or the Association may advance to the next step in this procedure.

Nothing in this grievance procedure shall prevent a grievant, on his or her own volition, from withdrawing a grievance at any step of the procedure.

14. SENIORITY

The parties agree that the principal of seniority shall apply to all full time employees. The Association shall, within one month of the execution of this agreement, supply the District with a seniority list showing name, position, and date of initial full time employment of all employees, commencing with the first shift worked. After inspection and any necessary corrections, the parties shall approve the list. Thereafter, the parties shall, if requested by either, set up mutually agreeable provisions applicable to this subject in areas such as, but not limited to: shifts, vacations, overtime.

15. PROBATIONARY PERIOD

The Probationary Period shall be fifty two (52) weeks where permissible. Successful completion of the Probationary Period shall be determined by the Chief and approved by the Board.

16. PHYSICAL EXAMINATIONS AND SUBSTANCE ABUSE TESTING

Pre-employment and employment physical examinations and substance abuse testing is mutually agreed upon. Candidates must pass their physical examinations and substance abuse tests.

During employment, the District has a policy that prohibits the possession and/or use of illegal or unauthorized substances by its employees. If while on duty, or while on District business, an employee is involved in a serious accident, or an accident in which safety precautions were violated, or unusual careless acts were performed, the employee(s) involved are subject to drug and/or alcohol testing upon the recommendation of the Chief and concurrence of the Chairman of the Board. The District will pay for testing.

If the test proves to be positive, the employee will be terminated unless the employee requests and pays for a second test of the initial specimen. If the second test is also positive, the employee has the choice of going to rehabilitation at his or her own expense or being terminated.

17. LABOR-MANAGEMENT COMMITTEE

There shall be a Labor-Management Committee consisting of three (3) Association representatives and three (3) District representatives. The committee shall meet upon request, but no more than once a quarter, to discuss contract and long-range planning related issues. The committee shall have the authority to make recommendations to the Association and the District.

19. SIGNATURE PAGE

The New York State Fair Employment Act and generally New York State Law shall govern THIS AGREEMENT. Section 204A of the New York State Fair Employment Act requires the following statement:

It is agreed by and between the parties that any provision of this agreement requiring legislation action to permit its implementation by amendment of law, or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

TERM OF AGREEMENT

This agreement shall take effect January 1, 2005 and continues in full force and effect through December 31, 2007.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound by this agreement, hereby set their hands and seals on this

_____ day of _____, 2005

DeWITT FIRE DISTRICT

BY: _____

Chairman

Witness:

_____ District Secretary

DeWITT PROFESSIONAL
FIREFIGHTERS ASSOCIATION
LOCAL NUMBER 2733

BY: _____

President

Witness:

_____ Secretary

District_____

Updated 4/26/05

PFA_____

SCHEDULE A

WAGES 2005-2007
(3%, 3%, 3%)

FIREHOUSE CARETAKER (Hired prior to January 1, 1997)

(a)	December 20, 2004 – December 19, 2005	\$35,782
(b)	December 19, 2005 – December 18, 2006	\$36,855
(c)	December 18, 2006 – December 17, 2007	\$37,961

FIREHOUSE CARETAKER (Hired after January 1, 1997)

(a)	December 20, 2004 – December 19, 2005	\$31,882
(b)	December 19, 2005 – December 18, 2006	\$33,838
(c)	December 18, 2006 – December 17, 2007	\$35,853

FIREFIGHTER

(a)	December 20, 2004 – December 19, 2005	\$40,910
(b)	December 19, 2005 – December 18, 2006	\$42,137
(c)	December 18, 2006 – December 17, 2007	\$43,401

Probationary: See Note A
Permanent: See Note B

FIREFIGHTER/EMT

EMT-D

(a)	December 20, 2004 – December 19, 2005	\$41,352
(b)	December 19, 2005 – December 18, 2006	\$42,593
(c)	December 18, 2006 – December 17, 2007	\$43,871

Probationary: See Note A
Permanent: See Note B

EMT – Intermediate

(a)	December 20, 2004 – December 19, 2005	\$42,062
(b)	December 19, 2005 – December 18, 2006	\$43,324
(c)	December 18, 2006 – December 17, 2007	\$44,624

Probationary: See Note A
Permanent: See Note B

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A-EMT Critical Care

(a)	December 20, 2004 – December 19, 2005	\$43,508
(b)	December 19, 2005 – December 18, 2006	\$44,813
(c)	December 18, 2006 – December 17, 2007	\$46,157

Probationary: See Note A
Permanent: See Note B

A-EMT Paramedic

(a)	December 20, 2004 – December 19, 2005	\$44,682
(b)	December 19, 2005 – December 18, 2006	\$46,022
(c)	December 18, 2006 – December 17, 2007	\$47,403

Probationary: See Note A
Permanent: See Note B

FIRE LIEUTENANT

A-EMT Critical Care

(a)	December 20, 2004 – December 19, 2005	\$45,568
(b)	December 19, 2005 – December 18, 2006	\$46,935
(c)	December 18, 2006 – December 17, 2007	\$48,343

Probationary: See Note A
Permanent: See Note B

A-EMT Paramedic

(a)	December 20, 2004 – December 19, 2005	\$46,742
(b)	December 19, 2005 – December 18, 2006	\$48,144
(c)	December 18, 2006 – December 17, 2007	\$49,588

Probationary: See Note A
Permanent: See Note B

FIRE CAPTAIN

(a)	December 20, 2004 – December 19, 2005	\$47,104
(b)	December 19, 2005 – December 18, 2006	\$48,517
(c)	December 18, 2006 – December 17, 2007	\$49,973

Probationary: See Note A
Permanent: See Note B

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NOTE A:

Those hired on or after January 1, 2005, upon commencing with employment as a “Probationary” Firefighter, Firefighter/EMT, Fire Lieutenant, or Fire Captain with the District, shall receive eighty seven and one half percent (87.5%) of the appropriate permanent job rate then in effect.

NOTE B:

Those hired on or after January 1, 1997, upon commencing with employment as a “Permanent” Firefighter, Firefighter/EMT, Fire Lieutenant or Fire Captain with the District, shall receive ninety percent (90%) of the appropriate permanent job rate then in effect.

Commencing with the second year of “Permanent” employment with the District, the individual shall receive ninety five percent (95%) of the appropriate permanent job rate then in effect.

Commencing with the third year of “Permanent” employment with the District, the individual shall receive ninety seven and one half percent (97.5%) of the appropriate permanent job rate then in effect.

Commencing with the fourth year of “Permanent” employment with the District, the individual shall receive one hundred percent (100%) of the appropriate permanent job rate then in effect.

OUT OF TITLE WORK

A Firefighter or Firefighter/EMT shall be paid an additional \$25.00 per occurrence whenever he or she works out of title.

PAY PERIODS

Pay period will commence at 8:00 A.M. Mondays, continuing at two-week intervals, ending at 8:00 A.M. on Monday.

Payroll shall be paid on the Thursday following the close of each pay period.

LONGEVITY ALLOWANCE

All employees shall receive an annual longevity allowance of \$750.00 after the first ten years of continuous service and an additional annual longevity allowance of \$750.00 after completion of each succeeding five-year period of continuous service, payable in bi-weekly installments. Such longevity allowances shall not be included when computing one and one-half time and double-time rates payable for overtime and holiday time worked.

EMERGENCY MEDICAL TECHNICIANS – D (Excluding Firefighter/EMT)

Caretakers certified by the State of New York, as Emergency Medical Technicians- D shall be paid the additional sum of \$390.00 annually in bi-weekly installments.

Firefighters certified by the State of New York as Advanced Emergency Medical Technicians in one or more of the categories set forth in Section 800.41 of the New York State Emergency Medical Services Code, shall be paid an additional sum, per certification, annually in bi-weekly installments as follows:

EMT/AEMT - Intermediate	\$ 624.00
EMT/AEMT - Critical Care	\$ 468.00
EMT/AEMT - Paramedic	\$ 624.00

In the event that a Firefighter attains certification in present and additional categories of qualifications as an Advanced Emergency Medical Technician during the term of this agreement, the pro-rata additional payment shall be paid upon submission to the Board of evidence of such certification. Current effective expiration dates of valid certification as Emergency Medical Technician or Advanced Emergency Medical Technician shall be filed with the Fire District Secretary. Failure to maintain such certification beyond current expiration dates shall result in immediate forfeiture of entitlement to the foregoing additional allowances and dismissal if job classification requires certification for Firefighter/EMT. Payment of additional allowances shall not be retroactive if certification lapses and will be reinstated only as of the date of submission of evidence of such satisfactory completion of re-certification.

CERTIFIED FIRST RESPONDER

A full time Firehouse Caretaker who takes and successfully completes the Certified First Responder (CFR) training shall receive a premium payment of \$200.00 per year, payable in bi-weekly installments. For a Certified First Responder – D certification, the premium payment shall be \$250 per year. The premium payment shall be made on an annual basis, provided the Caretaker maintains the CFR certification. Such training must be completed on the Caretaker’s personal time. The District will pay the normal cost of required books and materials.

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MUNICIPAL TRAINING OFFICER (MTO)

A Firefighter/EMT or Fire Officer, who is duly certified by the State of New York as a Municipal Training Officer and who is duly appointed such by the Board of Fire Commissioners, shall receive a premium payment of \$1,000 annually, in bi-weekly installments. Such appointment shall be annual and appointed by the Board on at their annual Organizational Meeting in January of each year. Any interested and qualified employees shall submit a resume and letter of interest to the Board no later than October 31st of the preceding year.

DIRECTOR OF MEDICAL OPERATIONS (DMO)

A Firefighter/EMT or Fire Officer, who is duly certified by the State of New York as a Emergency Medical Technician-Paramedic and who is appointed as Director of Medical Operations by the Board of Fire Commissioners, shall receive a premium payment of \$1,000 annually, in bi-weekly installments. Such appointment shall be annual and appointed by the Board at their annual Organizational Meeting in January of each year. Any interested and qualified employees shall submit a resume and letter of interest to the Board no later than October 31st of the preceding year.

EMERGENCY VEHICLE TECHNICIAN (EVT)

A Firefighter/EMT or Fire Officer, who is duly certified by the State of New York as a Emergency Vehicle Technician and who is duly appointed by the Board of Fire Commissioners, shall receive a premium payment of \$1000.00 annually, in bi-weekly installments. If the Board chooses to fill this position, such appointment shall be annual and appointed by the Fire District on January 1st of each year. Any qualified employees shall submit a resume and letter of interest to The Board no later than October 31st of the preceding year.

SCHEDULE B

FIREFIGHTER
(Competitive 41270)

DISTINGUISHING FEATURES OF THE CLASS:

This is professional firefighting work of a hazardous nature. Under supervision, an employee in this class is responsible for the prevention, control, and extinguishing of fires. Employees receive detailed instructions and training from a superior on the causes, prevention, and controlling of fires. The individual is expected to perform routine maintenance in the fire station and on equipment. A superior reviews work during firefighting operations and routine maintenance for acceptable procedures.

TYPICAL WORK ACTIVITIES:

Operates and maintains fire apparatus.
Responds to fire alarms and emergency calls with fire company.
Lays and connects hose lines and nozzles; turns water on and off.
Holds fire hose and directs stream.
Operates a pressure pump.
Puts up and climbs ladders and enters burning buildings when necessary.
Removes persons from burning buildings.
Performs salvage operations at scene of fire, such as covering furniture with tarpaulins and cleaning up debris.
Learns and practices new methods.
Receives and transmits fire alarms.
Performs miscellaneous clerical work, when assigned, such as keeping office records, typing, and filing.
Assists in giving emergency first aid treatment to injured persons.
Makes periodic inspections of buildings for fire hazards.
Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds.
Performs janitorial duties at fire station such as polishing, painting, cleaning, and washing and maintains fire apparatus, tools, and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of mechanical principles and devices.
Ability to reason clearly and to retain sound judgment during periods of crisis; mental alertness.
Ability to select the proper course of action in firefighting situations.
Ability to read dials and gauges and to use various hand tools.
Ability to establish and maintain harmonious working relationship with fellow workers and the general public.

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Willingness to perform tasks assigned.
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Age: Candidate must be eighteen (18) years of age.

Education: Candidate must be high school graduate or holder of high school equivalency diploma by an education department of any of the states of the United States, or holder of comparable diploma issued by any commonwealth, territory, or possession of the United States, or by the Canal Zone, or holder of report from the United States armed forces certifying successful completion of the tests related to general education development, high school level.

Citizenship: Candidate must be a citizen of the United States of America at the time of appointment.

Driver license: When required to operate a motor vehicle, candidate must possess a valid New York State NON-CDL or CDL, including any special endorsements, as required for the type of vehicle being operated.
(Job Description revised 6/93)

SCHEDULE C

FIREFIGHTER (EMERGENCY MEDICAL TECHNICIAN) (Competitive 41280)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the combined functions of preventing, controlling and suppression of fires and providing emergency medical services to residents of a fire district. The employee may operate specially equipped emergency medical vehicles in the transport of victims to area hospitals in addition to operating fire apparatus. The employee, having completed the appropriate level of EMT certification, renders initial medical services to persons requiring medical assistance. Detailed instructions, inspections and training, from a superior, are given on the causes, prevention and control of fires. The employee performs routine maintenance and custodial work on the station and equipment when not performing the primary responsibility of the class. Work is reviewed during firefighting operations and maintenance for acceptable procedures by a superior. Employees are required to recertify on a periodic basis to maintain certification. Supervision is not exercised in this class. Does related work as required.

TYPICAL WORK ACTIVITIES

When Engaged In Firefighting:

Operates and maintains fire apparatus.

Responds to fire alarms and emergency calls with fire company.

Lays and connects hoselines and nozzles; turns water on and off.

Holds fire hose and directs stream.

Operates a pressure pump.

Puts up and climbs ladders, makes opening in structures for the purpose of ventilating and enters burning buildings when necessary.

Removes persons from burning buildings.

Performs salvage operations at scene of fire, such as covering furniture with tarpaulins and cleaning up debris.

Learns and practices new methods.

Receives and transmits fire alarms.

Performs miscellaneous clerical work when assigned, such as keeping office records, typing, filing.

Makes periodic inspections of buildings for fire hazards.

Performs a variety of tasks in connection with the maintenance and repairs of buildings and grounds.

Performs janitorial duties at station, such as polishing, cleaning, and washing.

When Engaged In EMT Function: (Depending on level of EMT certification)

Operates specially equipped vehicle to respond to medical emergencies and provide advanced life support services to stabilize persons in life threatening situations resulting from trauma and other medical emergencies.

Provides medical emergency service to accident or other emergency victims such as extraction, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, cardiopulmonary resuscitation, emergency childbirth, electrocardiogram, administering and monitoring injections, anti-shock suit, defibrillation.

Monitors and transmits vital signs of pulse, blood pressure and respiration and transmits biomedical information via telemetry such as electrocardiograms.

Performs direct medical tasks on persons requiring advance emergency services at the direction of a monitoring physician such as defibrillation.

Administers oral, intramuscular, and intravenous medications as directed by monitoring physician via two-way radio with the emergency vehicle.

Applies rescue techniques and knowledge to effect the safety of persons trapped in vehicles and those stranded or endangered by unusual circumstances.

Maintains proficiency in State Basic or Advanced Emergency Medical Technician Certification.

May assist in the development and implementation of an operational plan for major catastrophes and natural disaster in order to respond to medical emergencies.

Maintains or has others maintain records of emergency responses, patient treatment and problems encountered and their solutions rendered in the course of their shift.

Participates in emergency medical training of other firefighters and coordinate emergency medical services on site.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of emergency medical technician policies, procedures and standards.

Working knowledge of mechanical principles and devices.

Ability to reason clearly and to retain sound judgment during periods of crisis; mental alertness.

Ability to select the proper course of action in firefighting situations.

Ability to read dials and gauges and to use various hand tools.

Ability to perform emergency medical technical procedures.

Ability to establish and maintain a productive working relationship with fellow employees and the general public.

Ability to recognize fire hazards.

Willingness to perform tasks assigned.

Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS

Age: Candidates must be eighteen (18) years of age.

Education: Candidates must be high school graduates or holders of high school equivalency diplomas issued by an education department of any of the states of the United States, or holders of comparable diplomas issued by any commonwealth, territory or possession of the United States or by the Canal Zone, or holders of reports from the United States armed forces certifying successful completion of the test related to general education development, high school level.

Citizenship: Candidates must be citizens of the United States at time of appointment.

License: When required to operate a motor vehicle, possession of a valid New York State NON-CDL or CDL, including any special endorsements, as required for the type of vehicle being operated.

SPECIAL NECESSARY REQUIREMENT:

At time of appointment, candidates must possess a current certification from the New York State Department of Health as an Emergency Medical Technician-Defibrillator or Advanced Emergency Technician-Intermediate or Advanced Emergency Medical Technician-Critical Care or Advanced Emergency Medical Technician-Paramedic depending on the area of assignment.

(Job Description Revised 12/04)

SCHEDULE D

FIRE LIEUTENANT (Competitive 41120)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for directing the work of a small number of Firefighter/Firefighter EMT's engaged in responding to alarms and fighting fires for the DeWitt Fire District. In the absence of a superior officer, an employee in this class may exercise command responsibilities. Work assignments are received from superior officers who review work performance by inspection or comment at the scene officers and emergencies. Supervision is exercised over a small number of subordinates including volunteer firefighters. Does related work as required.

TYPICAL WORK ACTIVITIES

Responds as a company officer/leader to fire and emergency medical service alarms.
Directs the work of Firefighter/EMT's at scenes of alarms and medical emergencies.
Assigns Firefighters to lay out and connect hose lines and nozzles, to raise ladders and ventilate buildings, and to turn water on and off.
Inspects property at scenes to prevent reignition.
Supervises the checking, cleaning, and replacement of tools and equipment after fires.
Inspects grounds, stationhouse, and equipment to insure proper condition and working order.
Trains and drills subordinates.
Inventories materials and supplies and requisitions replacements.
Administers first aid or emergency medical procedures to persons injured or ill at the scene of fires, accidents, or other emergencies.
Directs and participates in checking, replacing drugs and equipment after EMS alarms.
Conducts performance appraisals and maintains discipline.
Prepares periodic reports of personnel and activities, uses a computer to enter fire reports and to prepare and write departmental reports.
Supervises firehouse caretakers in a wide variety of cleaning and maintenance tasks on the fire station grounds and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Thorough knowledge of first aid methods and emergency medical procedures.
Good knowledge of fire prevention and fire protection practices.
Good knowledge of modern firefighting methods.
Good knowledge of the geography and building conditions in the DeWitt Fire District.
Working knowledge of the practices and techniques of first line supervision of Firefighters/EMT's.
Ability to recognize common fire hazards and corrective action needed.

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Ability to supervise subordinates and maintain high morale consistent with the requirements of firefighting.

Ability to react promptly, calmly, and efficiently to situations while at scenes of fires or other emergencies.

Ability to train subordinates in the techniques of modern firefighting procedures and other areas of Fire Department responsibilities.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Four (4) years of permanent competitive class status in the title of Firefighter or Firefighter/EMT.

SCHEDULE E

FIRE CAPTAIN
(Competitive 4111)

DISTINGUISHING FEATURES OF THE CLASS

Supervises and participates in the firefighting, fire prevention, and EMS activities. Under the direct supervision of the Fire Chief or Deputy Fire Chief of the DeWitt Fire Department, an employee in this class directs and participates in the activities of the paid Firefighters, Firefighter/EMTs, and Firehouse Caretakers in the performance of fire station, fire prevention, and EMS duties as defined in the labor contract and job description. At the scene of a fire or other emergency, the employee directs the activities of paid and volunteer firefighters and EMS personnel until relieved by a superior officer. Direct supervision is exercised over a small number of Firefighter and Firefighter/EMT subordinates. All general work assignments are received from a superior officer who reviews work performance through inspection and review of reports. Does related work as required.

TYPICAL WORK ACTIVITIES:

When Engaged in Firefighting:

Directs and participates in the work of firefighters at the scene of fires or other emergencies by positioning apparatus, laying out and connecting hose lines and nozzles, and ventilating buildings.

Assesses all the conditions at the scene of a fire and, if warranted, broadcasts a call for assistance to the Onondaga County Fire Control Center.

Inspects buildings after a fire has been controlled to prevent re-ignition.

Directs and participates in salvage and clean-up activities.

Supervises and participates in checking, cleaning, and replacing tools and equipment after fires.

Writes a narrative incident report of all fire activities.

When Engaged in EMT Function:

Maintains an AEMT-3 Critical Care or AEMT-4 Paramedic certification. (Applicable to those promoted on or after December 1, 1998).

Administers first aid or emergency medical procedures to persons injured or ill at the scene of fires, accidents, or other emergencies.

Directs and participates in checking and replacing drugs and equipment after EMS alarms.

Directs and participates in the work of paid and volunteer Firefighter/EMTs and volunteer EMTs at the scene of medical emergencies.

Writes a narrative incident report of all EMS activities.

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Fire Station Activities:

Inspects equipment, building, and grounds to insure proper order, conditions, and security.
Assigns duties to Firefighters and Firefighter/EMTs and participates in the maintenance of firefighting and EMS apparatus and equipment.
Assigns duties to and supervises the work of Firehouse Caretakers in the cleaning and maintenance of the fire station and grounds.
Inventories maintenance materials and supplies and requisitions replacements.
Performs a variety of cleaning and maintenance tasks on the fire station, grounds, and equipment.
Prepares written reports of personnel, equipment, and activities as directed.
Trains and drills Firefighters and Firefighter/EMTs teaching technical firefighting as well as EMS procedures and updates.

Inspection Duties:

Inspects buildings and premises within the protected area for fire hazards.
Prepares written inspection reports for review by the Fire Chief.
Conducts fire prevention and public relations activities as directed by the Fire Chief.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of first aid methods and emergency medical procedures.
Good knowledge of modern firefighting and fire prevention practices.
Good knowledge of the Fire Code of the State of New York.
Good knowledge of the principals and methods of supervision.
Ability to recognize common fire hazards and the corrective action required.
Ability to supervise and effectively command a number of subordinates in emergencies.
Ability to train subordinates in modern firefighting and medical procedures.
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion:

Candidate must have four (4) years of permanent competitive class status as a Firefighter/AEMT-3 Critical Care or Firefighter/AEMT-4 Paramedic at the time of appointment. *

Open Competitive:

Candidate must have four (4) years work experience or its part-time equivalent, as a Firefighter/AEMT-3 Critical Care or Firefighter/AEMT-4 Paramedic at the time of appointment. *

*Applicable to those promoted on or after December 1, 1998.

Driver License:

When required to operate a motor vehicle, candidate must possess a valid New York State NON-CDL or CDL, including any special endorsements required for the type of vehicle being operated.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:

Candidate must possess a valid AEMT-3 Critical Care or AEMT-4 Paramedic certificate. (For those appointed on or after December 1, 1998).

(Job Description revised 1/99)

SCHEDULE F

FIREHOUSE CARETAKER

GENERAL STATEMENT OF DUTIES:

Watches, cleans, and performs minor repairs to various types of fire equipment and other fire station property; performs related work as required by the Fire Chief or his deputies.

DISTINGUISHING FEATURES OF THE CLASS:

Under supervision, an employee in this class performs work involving responsibility for seeing that all fire station property is constantly ready for use.

EXAMPLES OF WORK: (Illustrative Only)

Sees that fire apparatus has unobstructed access to the highway.

Acts as a watchman at the fire station during an assigned period.

Cleans fire apparatus, including trucks and other fire station equipment, as required.

Occasionally makes minor repairs to firefighting and auxiliary equipment.

Cleans, sweeps, and mops fire station.

Keeps required records.

Answers telephone and communicates with officers, firefighters, and personnel as directed.

Performs basic cleaning and painting maintenance activities.