

JOB DESCRIPTION
Gorham Fire Department
FIRE CHIEF (NHRSA 154:5)

JOB SUMMARY

Serve as the Fire Chief of an on-call fire department. Performs a full range of fire department duties including, incident command, fire prevention, fire suppression, rescue, training, equipment maintenance, and administrative. Strives to enhance, promote, and support the fire department as an on-call organization.

SUPERVISION RECEIVED

The Fire Chief will work under the general supervision of the Town Manager.

SUPERVISION EXERCISED

The Fire Chief supervises the day-to-day operations of the Gorham Fire Department and ensures that all necessary duties and responsibilities are carried out. To ensure that the fire department runs smoothly, the apparatus are fully operational, and the on-call personnel are trained to serve the community as firefighters.

RESPONSIBILITIES AND DUTIES

Responsibilities and duties of the Gorham Fire Chief shall include, but are not limited to the following:

- Shall hold the state appointed position of local health officer serving as the town liaison with the NH Department of Health and Human Services. (NHRSA 128:1) Rolls and Responsibilities of Local Health Officers are attached.
- Shall hold the state appointed position of forest fire warden, serving as the town liaison with NH Forest and Lands. (NHRSA 227:L11) Rolls and Responsibilities of the Forest Fire Warden are attached.
- Administrative duties shall include National Fire Incident Reporting System, code enforcement records, safety inspection records, personnel training records, personnel health records, equipment maintenance records, preparation of department budget, payroll, billing, expenditures, and any record pertaining to fire department operations
- Shall be knowledgeable and current on building and fire codes so as to replace or/and work in conjunction with the code enforcement officer.
- Shall be responsible for the enforcement of the NH State Fire Code and NFPA Life Safety Code.
- Shall be available or provide leadership coverage for emergency incidents and service calls when the situation arises.

- Shall be responsible for management and recruitment of the on-call and part-time fire department personnel in accordance with the Town of Gorham Personnel Policy and Town of Gorham Health and Safety Policy.
- Shall be responsible for insuring fire department personnel are properly trained in the Incident Command System, Fire Suppression Operations, Emergency Vehicle Operations, Rescue Operations, and Hazardous Material Response.
- Shall be responsible for informing the Town Manager of any deficiency the department or equipment may have both legally and otherwise.
- Shall be responsible for the inspection of all fire department equipment to ensure it is operational.
- Shall promote volunteer programs in surrounding communities and be an active member of the North Country Fire Mutual Aid District.
- Shall be responsible for maintaining the morale and professional attitude of the fire department.
- Shall be responsible for keep current personal certifications.

DESIRED MINIMUM QUALIFICATIONS - EDUCATION and EXPERIENCE

- College education requirement preferred of a Bachelor's or Associates Degree in fire service administration or related field; or an Associate's Degree in fire science and /or any equivalent combination of education, training and experience that demonstrates possession of the required knowledge, skills and abilities.
- Five years work experience of a progressively responsible nature in fire fighting and prevention, hazardous materials incident management, rescue and emergency medical services or any equivalent combination of education, training and experience that demonstrates possession of the required knowledge, skills and abilities.
- Five years supervisory and administrative work experience in a command position with experience to include firefighting, rescue, Haz-mat, incident command, intradepartmental relations with other public safety agencies, personnel and emergency management or any equivalent combination of education, training and experience that demonstrates possession of the required knowledge, skills and abilities.

RECOMMENDED CERTIFICATIONS

- Wildland Firefighter
- Firefighter III
 - RIT
 - Confined Space Rescue

- Trench Rescue
- Vehicle Rescue
- Rope Rescue
- Swift Water Rescue
- Hazardous Material Technician
- Fire Inspector II
- Fire Service Instructor
- NIMS 400 (EOC)
- EMT
- IBC/IRC Inspector
- Emergency Vehicle Operations: All Vehicles
- Emergency Vehicle Operations: Pumps
- Incident Safety Officer
- Fire Officer III
- Incident Command and Control

STATE OF NEW HAMPSHIRE
Department of Resources and Economic Development
Division of Forests and Lands
FOREST PROTECTION BUREAU

THE FOREST FIRE WARDEN'S JOB

The Forest Fire Warden is the representative of the State Forester and appointed by the State Forester. The Warden performs the duties as authorized by RSA 227:L. The Warden shall become familiar with the State laws, rules and regulations relating to the job. The main duties of the Warden are:

1. **Fire Prevention:**

- A. Require permits for all outdoor burning when the ground is not covered with snow. Wardens have the responsibility for issuing fire permits within their jurisdiction.
- B. Enforcing forest fire laws and following up on all known violations with such action as will prevent recurrence.
- C. Keeping the public informed by posting fire law and fire prevention posters in public places; by direct contact with people, by making known to the public, the imposition of a woods closure.
- D. Informing Forest Ranger of active timber sales, slash law violations and potential fire situations.

2. **Fire Preparedness:**

- A. Attending official training sessions; keeping informed of responsibilities.
- B. Preplanning forest fire hazards; preparing a current town forest fire plan utilizing knowledge of Deputy Fire Wardens.
- C. Determine tool and equipment requirements; enlisting the cooperation of the Selectmen in securing them. Tools and equipment shall be properly stored and always ready.

3. **Fire Suppression:**

- A. Suppressing forest fires is the Warden's primary responsibility. The Warden is expected to use the authority provided to accomplish this end. The Warden shall consult with and work in unified command with the Forest Ranger.

4. **Reports and Bills:**

The Warden shall prepare a full and accurate fire report and send it to the district Forest Ranger within 48 hours of a fire. Special effort should be made to determine the actual cause and responsible party.

- A. Prompt payment of firefighters is essential. An accurate record of personnel and hours of work on each fire shall be maintained, promptly submitting bills and receipts, on proper forms, to the Selectmen and the Forest Ranger as set forth by RSA 227-L:22.
- B. The Warden shall submit, to the Selectmen, twice a year, a bill for services rendered other than services on fires.

ROLES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS

Essential Roles and Responsibilities of Health Officers

The goal of public health is to maintain and improve the health and well-being of all New Hampshire residents. Public health succeeds when the span of healthy life and the quality of life are increased. “Environmental health focuses on the interrelationships between people and their environment, promotes human health and well-being, and fosters a safe and healthy environment”

Services (NH DES) in the Health Officer manual demonstrate this dual role. We define public health as a system – the organizations and people that contribute to and support achieving improvements in health. The concept of a public health system describes a complex network of individuals and organizations that have the potential to play a significant role in creating the conditions for health. The component parts of a potential system can act for health individually, but when they work together toward a health goal, they act as a true system - a public health system. The importance of an effective local public health system recognizes that health improvement is best achieved at local and regional levels. Communities can identify health problems, galvanize a community or regional response, and devise appropriate solutions based on available resources. Local health officials have a critical role in effective local and regional environmental and public health systems and are responsible for three critical functions.

- The first is to enforce applicable New Hampshire laws and administrative rules (i.e. regulations), as well as local ordinances and regulations enacted by your community.
- The second critical function is to serve as a liaison between state officials, local elected officials, and your community on issues concerning local environmental and public health.
- The third is to be a leader and active participant in efforts to develop regional environmental and public health capacities. These roles have become more important than ever as our state faces continuing outbreaks of disease and demands greater emphasis on public health emergency preparedness.

The practice of public health at local, state, and national levels is defined by the Ten Essential Public Health Services. In order to effectively implement these essential services, public health system partners must coordinate and collaborate to maximize their capabilities, resources, and strengths. By doing so, we will collectively improve the conditions that result in improved health and engage residents to improve their personal health and the health of their community.

THE TEN ESSENTIAL PUBLIC HEALTH SERVICES*

The 10 Essential Public Health Services describe the public health activities that all communities should undertake and serve as the framework for the National Public Health Performance Standards. Public health systems should:

1. **Monitor** health status to identify community health problems.
2. **Diagnose and investigate** health problems and health hazards in the community.
3. **Inform, educate, and empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop policies and plans** that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public health and personal health care workforce.
9. **Evaluate** effectiveness, accessibility and quality of personal and population-based health services.

10. **Research** for new insights and innovative solutions to health problems DHHS Division of Public Health Services.

THE TEN ESSENTIAL ENVIRONMENTAL HEALTH SERVICES

The Ten Essential Services of Environmental Health builds upon the 10 Essential Public health Services as follows:

1. **Monitor** environmental and health status to identify community environmental health problems.
2. **Diagnose and investigate** environmental health problems and health hazards in the community.
3. **Inform, educate, and empower** people about environmental health issues.
4. **Mobilize** community partnerships to identify and solve environmental health problems.
5. **Develop policies and plans** that support individual and community environmental health efforts.
6. **Enforce** laws and regulations that protect environmental health and ensure safety.
7. **Link** people to needed personal environmental health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent environmental health and personal health care workforce.
9. **Evaluate** effectiveness, accessibility and quality of personal and population-based environmental health services.
10. **Research** for new insights and innovative solutions to environmental health problems.

EXAMPLES OF LOCAL HEALTH OFFICIALS' ROLES & RESPONSIBILITIES

COMMUNICABLE DISEASES:

- Health Officers may be called upon to assist the DPHS, Bureau of Communicable Disease as requested during disease outbreaks. A primary role is to assist in disseminating educational materials throughout your city or town.

EMERGENCY RESPONSE:

- Health Officers should contact their local Emergency Management Director, to both participate in the development of local Emergency Operations Plans, and discuss their role within the community's existing plan. Health officers also act as liaisons to local citizens by linking them to state, local and federal resources and by distributing educational materials from the state and federal agencies during the response to, and recovery from, an emergency. Health officers should also participate in regional public health planning initiatives.

PUBLIC EDUCATION:

- Health Officers are often well positioned to take advantage of opportunities to provide education to residents, local officials, and public health system partners. This is achieved by disseminating materials produced by local, state and national partners, sharing your expertise with individuals and groups in your community, and educating local officials and other partners about important environmental health issues and needs.

PUBLIC HEALTH NUISANCES:

- Health Officers may conduct sanitary investigations into complaints and nuisances that may endanger public health. These may include garbage, insects, unsanitary living conditions, rodents, and safe drinking water inspections.

SEPTIC SYSTEMS:

- Health officers may inspect septic systems to determine if a system has failed and, when necessary, coordinate with the NH Department of Environmental Services to certify septic system failure. The health officer may perform a dye test and a test of suspected sewage to confirm system failure.
Depending on town ordinances, a health officer may also witness test pits, inspect repaired and

new system installations, and review and approve septic system design plans. Many health officers report that becoming licensed as a septic system installer and/or designer is good preparation for this role.

RENTAL HOUSING (RSA 48A):

- Health Officer may enforce minimum standards for rental housing, including: safe drinking water, availability of hot water, garbage control, properly functioning septic systems, vermin control, adequate heat, and that walls and roofs do not leak.

HEALTH FACILITIES:

- Health Officers inspect new or modified health facilities to certify that they meet local health codes. These include hospitals, nursing homes, massage therapy establishments, and health club facilities.

CHILDCARE\FOSTER HOMES:

- Health Officers inspect\approve facilities used to provide childcare and the homes of people serving as foster parents to assure they meet local health codes. Many times these inspections are done in conjunction with representatives from local fire and zoning departments.

FOOD-BORNE ILLNESS:

- Health Officers may respond to complaints and report cases of suspected or known violations of the Food Code to the DPHS Food Protection Section. In conjunction with the DPHS Food Protection Section, health officers may be asked to contact food service establishments in the event of a food-borne disease outbreak.

MOSQUITO BORNE ILLESSES:

- Health Officers play an important role in disseminating educational materials to the community regarding West Nile Virus and Eastern Equine Encephalitis.

RABIES:

- Health Officers serve as a local resource for information on rabies.

LEAD:

- Health Officers may conduct lead paint poisoning inspections with a DPHS lead inspector upon request. The DPHS Health Homes Lead Poisoning Prevention Program may also request that a local health officer verify whether lead hazard reduction activities are taking place, or check to determine if a child under the age of 5 resides in a particular dwelling unit.

DRINKING WATER:

- Health Officers may test any public\private water supply suspected of being unsafe, per directives from the Department of Environmental Services.

PUBLIC SWIMMING PLACES:

- Health Officers may test water per directives from the Department of Environmental Services.

SMOKING:

- Health Officers may be asked to follow up on complaints and violations of the smoking law, at the request of DPHS. There will be more detailed information on these and other topic areas included in the Health Officers' Manual.

A FEW BASIC TIPS FOR HEALTH OFFICERS

WHEN SERVING AS A LOCAL HEALTH OFFICER OR DEPUTY:

- Keep a log to document complaints, and your response to them. Include notes on phone calls, e-mails, and other actions you take to respond.
- Keep a hard-copy file on all cases and inspections. Many health officers now back this up with electronic copies as well.
- Carry a camera to take pictures if necessary when you are in the field.
- For additional support during inspections, take a second person with you. This could be a selectman (who under state law is a member of the local Board of Health), another town official such as a building inspector, police officer, animal control officer or your deputy health officer. Call and

consult with the Health Officer Liaison for support and clarification of applicable state regulations.
Site visits can also be made by the Health Officer Liaison for consultation on challenging situations.

- For continuity between health officers, when your term is completed, please meet with the new health officer to pass on your manual and files. Brief the new health officer on any cases that are not resolved that they may be involved in.