FIRE DEPARTMENT
WASHINGTON TWP
DISTRICT 1
10
GLOUCESTER COUNTY N.J.

WASHINGTON TOWNSHIP FIRE DISTRICT
TOWNSHIP OF WASHINGTON
GLOUCESTER COUNTY, NEW JERSEY

Board of Fire Commissioners
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EMERGENCY
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FIRE DEPARTMENT POLICY # 33-04

FIRE DEPARTMENT LINE OFFICER QUALIFICATIONS

It is the policy of the Washington Township Fire District No. 1 to have qualified personnel perform command and supervisory functions at the scene of any emergency or training activity. The Board of Fire Commissioners hereby establishes the following minimum requirements to become elected or appointed as a line officer in any volunteer fire company or full-time staff within the Washington Township Fire Department. This policy is intended to establish a minimum policy for the fire department, more restrictive requirements may be established by the individual volunteer fire companies within their respective constitution and by-laws. Additionally, more restrictive requirements may be established by the Board of Fire Commissioners for full-time staff as described in the respective job description. This policy is further intended to comply fully with N.J.A.C. 5:73-1.6 (b) & (c) regarding promotions of fire service supervisors and N.J.A.C. 5:75 regarding incident management.

This policy is not intended to mandate that all line officer positions within any district fire company be filled, rather should no candidates for a particular position be qualified to hold a position as described, a vacancy shall remain until a qualified candidate exists and is approved by the Board of Fire Commissioners. Items denoted with an asterisk indicate the item is required by Title 5 of the New Jersey Administrative Code.

LIEUTENANT

To qualify to hold the position of Lieutenant in any volunteer fire company within the Washington Township Fire Department, the following shall be met:

- Current active member in good standing in the specific fire company to which the candidate belongs.
- Active member of the fire service for a minimum of three (3) years*, two (2) of which shall be with the Washington Township Fire Department.
- Certified N.J. Division of Fire Safety Firefighter I.*
- Certified N.J. Division of Fire Safety Incident Management Level I.*
- Current SCBA qualification in accordance with fire district policy and procedures.
- Successful completion of the following courses from institutions recognized by the fire district for this training:

- Minimum of two (2) courses in fire suppression specialties. Each course must contain a minimum of eight (8) contact hours of training.
- Demonstrated knowledge and understanding of fire district policies and operating procedures. Knowledge and understanding must be quantifiable by the respective Company Fire Chief.
- Must have a working knowledge of the capabilities and operations of all fire apparatus and other equipment from their respective fire company.

CAPTAIN

To qualify to hold the position of Captain in any volunteer fire company within the Washington Township Fire Department, in addition to the criteria established for Lieutenant, the following shall be met:

- Successful completion of the following courses from institutions recognized by the fire district for this training:
  - Extrication I or an equivalent.
  - Minimum of one (1) course in management, leadership, or fiscal responsibility specialties. Each course shall contain a minimum of four (4) contact hours of training.
  - Ladder Company Operations or Engine Company Operations.
- Must have a working knowledge of the capabilities and operations of all fire apparatus and other equipment used by the Washington Township Fire Department.

DEPUTY CHIEF OR ASSISTANT CHIEF

To qualify to hold the position of Deputy Chief or Assistant Chief in any volunteer fire company within the Washington Township Fire Department, in addition to the criteria established for Lieutenant and Captain, the following shall be met:

- Certified N.J. Division of Fire Safety Level 1 Instructor, or completion of approved Instructional Techniques course, or approved equivalent training.
- Must have served at least two (2) years as a line officer with the Washington Township Fire Department ***or at least five (5) years as a chief officer with another fire department within the state of New Jersey.***
- Successful completion of the following courses from institutions recognized by the fire district for this training:
  - Minimum of three (3) courses in fire suppression and/or technical rescue specialties. Each course shall contain a minimum of eight (8) contact hours of training.
  - Minimum of one (1) course in management, leadership, or fiscal responsibility specialties. Each course shall contain a minimum of four (4) contact hours of training.
- Minimum of five (5) years in the fire service, two (2) of which shall have been served with the Washington Township Fire Department.
- Must have a working knowledge of the Fire/Rescue Annex of the Washington Township Emergency Operations Plan

- Must be qualified to operate all apparatus used by the individual fire company, or have successfully completed approved classes in Engine Company, Ladder Company, or Rescue Company Operations.

COMPANY FIRE CHIEF

To qualify to hold the position of Company Fire Chief in any volunteer fire company within the Washington Township Fire Department, in addition to the criteria established for Lieutenant, Captain, and Deputy Chief or Assistant Chief, the following must be met:

- Must have served at least three (3) years as a line officer with the Washington Township Fire Department.
- Successful completion of the following courses from institutions recognized by the fire district for this training:
  - Minimum of four (4) courses in fire suppression and/or technical rescue specialties. Each course shall contain a minimum of eight (8) contact hours of training.
  - Minimum of two (2) courses in management, leadership, or fiscal responsibility specialties. Each course shall contain a minimum of four (4) contact hours of training.
- Minimum of six (6) years in the fire service, three (3) of which shall have been served with the Washington Township Fire Department.
- Certified New Jersey Division of Fire Safety Incident Management Level II desirable, however not mandatory.
- Must have a working knowledge of the capabilities and operations of all fire department resources used by the Washington Township Fire Department.
- Must be qualified to operate all apparatus used by the individual fire company or have successfully completed approved classes in Engine Company, Ladder Company, and Rescue Company Operations.

Candidates who are currently serving in a specific line officer position, or who have previously held a position, for which they are seeking to hold again, are required to fully comply with the requirements established by New Jersey regulations. This policy does not mandate that a candidate fully complies with the requirements established by the district for an office that they currently or formally held. Current or former line officers seeking positions of higher rank must fully comply with all standards established by this policy.

Each fire company shall submit a list of candidates to the fire district by the third Thursday in November (the November work session of the Board of Fire Commissioners) for elected line officer positions annually. The Board of Fire Commissioners shall approve or deny the candidates eligibility to hold office within the Washington Township Fire Department by the December public meeting of the Board of Fire Commissioners. Each fire company shall submit a list of candidates to the fire district by the third Thursday in December (the December work session of the Board of Fire Commissioners) for appointed line officer positions annually. The Board of Fire Commissioners shall

approve or deny the candidates eligibility to hold office within the Washington Township Fire Department by the January public meeting of the Board of Fire Commissioners.

The Washington Township Board of Fire Commissioners, for the benefit of the Washington Township Fire Department, may waive specific requirements established by the fire district, however no requirement specified by state or federal regulations may be waived. Any waiver of a specific fire district requirement for a candidate shall be fully documented as to why the waiver is being issued and may only be issued for extreme and unusual circumstances.

Should a volunteer fire company not have any eligible candidates approved for a specific line officer position, the position shall remain vacant.

The Washington Township Board of Fire Commissioners shall maintain a file containing a completed Line Officer Qualification Checksheet and any other documents necessary or required for each line officer serving within the Washington Township Fire Department. The checksheet shall clearly denote whether the requirement was met, waived, or grandfathered as described herein.

This policy was originally adopted on October 3, 1996, amended and approved by the Board of Fire Commissioners on October 5, 2000, and amended and approved by the Board of Fire Commissioners on September 2, 2004. This fire department policy shall take effect upon approval of the amended policy.

BY:

Edwin L. Etschman, III, Chairman

Attest:

Scott A. Graboyes, Secretary

Adoption Record:

Original: October 3, 1996
Amended: October 5, 2000
Amended: September 2, 2004