

**NOTICE OF A PUBLIC HEARING**  
**(PROPOSED REVISIONS TO A CLASS IN THE CLASSIFICATION PLAN)**

The Livingston Parish Fire Protection District 4 Civil Service Board will hold a public hearing to consider adoption of amendments to the classification plan of Deputy Fire Chief. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on **Wednesday, August 16, 2023** at 3:00 p.m. at the Administration Headquarters located at 9760 Florida Blvd, Walker, LA 70785

Current qualification requirements and the Proposed Revisions to Deputy Fire Chief promotional classification plan are attached to this Notice.

By direction of the Chairperson:

  
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Brandi Wascom, Secretary

Post at the Administration Headquarters July 14, 2023 through August 16, 2023

**DO NOT REMOVE BY ORDER OF**  
**THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT 4 CIVIL SERVICE BOARD**

# **CURRENT CLASS**

## **DEPUTY FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

~~This class encompasses a responsible supervisory position, the primary duty of which is the supervision of the departmental operations and fire department personnel. The Deputy Fire Chief responds to fire alarms and emergency calls and directs emergency scene activities. The employee of this class assists the Fire Chief with preparing the departmental budget, providing the care and maintenance of department equipment, vehicles and property, and providing the training for volunteer and fire department personnel. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief.~~

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

~~Manages the operation of one fire department function or division, including the planning and organization of departmental personnel, equipment and apparatus. Recommends or sets goals, objectives, and policies for consideration by the Fire Chief. Recommends changes in department operations that will help obtain favorable ISO ratings. Assists in investigating accidents and complaints involving the department, determining cause, and acting to correct the problem or to avoid future accidents. Keeps informed on modern firefighting and administrative methods and local trends that may affect the fire service. Participates in the research and planning for programs and activities of the department.~~

~~Supervises department employees and volunteer firefighters by assigning work schedules, work or duty areas and approving leave. Inspects the appearance of all assigned personnel and equipment. Holds meetings with subordinates to receive and review reports and disseminate information. Evaluates the work performance of subordinates and discusses work performance with subordinates and Fire Chief. Writes employee evaluation reports. Maintains discipline. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Assists in technical areas of work. Delegates authority to subordinates for the more effective operation of the department.~~

~~Supervises and responds to all alarms or emergency calls for which the department is answerable. Directs activities and supervises fire company at the scene of a fire or other emergency, performing duties such as size-up and overseeing safety precautions, forcible entry, ventilation, nozzle and hose handling, pump operations, use of water supplies, protection of~~

~~exposures, salvage and overhaul operations, and fireground communications, and rescue operations. Personally, acts as part of the fire attack team. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials.~~

~~Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to protect evidence of suspected arson and collects and labels evidence of suspected arson. Assists arson investigation personnel and testifies in court when required. Collects information for pre fire planning and inspects or directs the inspection of buildings to determine the existence of potential fire hazards.~~

~~Develops a training program for the department and sees that such program is properly staffed and supplied with the appropriate resources. Provides for employee training in the classroom or conducting drills and evolutions in basic firefighting, driving and the use of fire apparatus, tools and equipment, breathing apparatus, safety and rescue and hazardous materials operations. Participates in developing a personnel recruitment and selection program and provides informal or "on the job" training for new employees.~~

~~Supervises the preparation and maintenance of all department records. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required. Prepares LFIRS reports. Writes letters and requests for grants or other special funds to aid in the operation of the fire service.~~

~~Assists in preparation of the departmental operating budget by helping compile and organize the data needed to prepare the entire budget. Directs the inventory, order and disbursement of departmental supplies and equipment. Supervises the general care and maintenance of department vehicles, firefighting apparatus, stations, grounds, and communications or other specialized equipment. Arranges for needed repairs and inspects equipment after repairs to see that repairs were properly accomplished. Meets with sales representatives to review products. Prepares and writes specifications for new fire department equipment.~~

~~Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks and demonstrations. Conducts polls and surveys related to the fire service and recommends needed policy changes based on collected data. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Coordinates special projects related to public relations or the image of the department. Acts as a consultant for volunteer fire departments and offers assistance.~~

~~Performs related duties as assigned.~~

## **QUALIFICATION REQUIREMENTS**

~~Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.~~

~~Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.~~

~~Within six (6) months of employment, must establish and maintain residency within District 4's established boundaries while employed with the department.~~

~~Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.~~

~~Must possess a valid driver's license.~~

~~Must possess the following certifications:~~

- ~~\* NFPA/LSU Certification Firefighter I~~
- ~~\* NFPA/LSU Certification Firefighter II~~
- ~~\* NFPA/LSU Certification Fire Service Instructor I~~
- ~~\* NFPA/LSU Certification Fire Officer I~~
- ~~\* State of Louisiana EMR Certification (EMT preferred)~~

~~Must obtain the following within one year of employment:~~

~~\*NFPA/LSU Certification Fire Officer II (if certified by closing date for application, may substitute for supervisory responsibility requirement below)~~

~~After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.~~

~~Must be a regular and permanent employee in the class of Firefighter/Operator for at least five (5) years immediately preceding closing date for application to the board.~~

**MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS**

**EITHER**

~~Must have an associate's degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least three (3) verifiable years of experience in fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities (Officer II certification may substitute for supervisory responsibility). Fire service experience must include work in fire suppression and rescue and may include background in fire prevention, investigation, fire training and related areas of fire department operations and management.~~

**OR**

~~Must have at least five (5) verifiable years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities (Officer II certification may substitute for supervisory responsibility). Fire service experience must include work in fire suppression and rescue and may include background in fire prevention, investigation, fire training and related areas of fire department operations and management.~~

Deputy Fire Chief LD

Original Adoption: 01-07-09

Revision Dates: 05-28-14, 04-15-15, 05-09-16, 02-28-18, 02-10-22

## ***NEW PROPOSED REVISION***

### **Deputy Fire Chief**

(Promotional Class)

#### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duties of which are assisting the Fire Chief in the direction and management of all operations of the fire department. The Deputy Fire Chief is directly responsible for personnel management functions, including supervising fire department employees in the department or at the scene of an emergency, directing and performing all necessary operations at the fire or emergency scene, performing public relations duties, supervising the completion and maintenance of department records and reports, and overseeing the general care of fire department equipment. The employee of this class works independently in most areas, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

#### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire department function or division. Sets management policies, goals and objectives for the department. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Conducts inspections of various divisions of the department, observes operations, and evaluates the effectiveness of the various divisions following inspections then takes appropriate action to correct or improve problem areas. Recommends needed policy statements or policy changes for the fire department based on data from polls and surveys.

Determines how the department should be organized, including number of operating units and distribution of such units. Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by

the local governing authority. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

Reads correspondence addressed to the fire department and assists with the action that should be taken in reply. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Participates in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Acts as department representative to the news media and answers questions for the public about operation of the fire department or any related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Testifies in court when required.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Manages the supervision of department employees by assigning work or duty areas to subordinates, approving leave, evaluating work performance, reviewing reports, discussing subordinates' performance with Fire Chief, providing assistance to subordinate personnel in technical areas of work, addressing employee complaints and grievances as well as other functions of supervision. Maintains discipline by counseling or recommending disciplinary action against subordinates.

Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary. Assists Fire Chief in working with boards and agencies (such as retirement boards, supplemental pay boards, or firefighter training agencies) whose rules and operations affect the careers of fire department employees or the work of the fire department. Assists Fire Chief in reviewing existing or proposed legislation, researches the implications of such legislation, seeks expert opinion on the intent and effect of such legislation, and formulates position statements to be used by the fire department and/or city administration. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed, and keeps informed on modern firefighting methods and administrative practices.

Assists Fire Chief with managing the accounting for the money and assets of the entire department. Assists in the preparation of the departmental operating budget by helping compile and organize the data needed to prepare the entire budget. Assists Fire Chief with preparation of expenditure and revenue estimates, as well as authorization of expenditure of funds, making sure that such expenditures are in accordance with the budget.

Writes specifications for new fire department equipment. Assists Fire Chief in preparation of specifications for public bids and oversight of the bidding process as well as meetings with sales representatives to review products. Maintains inventory of supplies and equipment. Directs the ordering and distribution of supplies and equipment for the fire department keeping such

purchases within the established budget. Makes recommendation on major purchases for the department to the Fire Chief.

Assists with decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Prepares LFIRS reports. Personally completes any forms and records assigned. Writes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department.

Supervises and responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Directs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Manages multiple functions at the emergency scene including rescue operations, forcible entry, nozzle and hose handling, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage operations, first aid, emergency medical services and other related operations. Personally acts as part of the fire attack team and directs all safety procedures at the scene of a fire or emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency. Manages handling of emergencies involving hazardous materials. Directs communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must possess the following certifications:

- \* NFPA/LSU Certification Firefighter I
- \* NFPA/LSU Certification Firefighter II
- \* NFPA/LSU Certification Fire Service Instructor I



- \* NFPA/LSU Certification Fire Officer I
- \* State of Louisiana EMR Certification (EMT preferred)
- \* NFPA/LSU Certification Fire Officer II
- \* NFPA/LSU Instructor II
- \* NFPA/LSU Investigator
- \* NFPA/LSU Officer III
- \* NFPA/LSU Safety Officer

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Assistant Fire Chief for at least two (2) years immediately preceding closing date for application to the board.

### **MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS**

#### **EITHER**

Must have an associate's degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least three (3) verifiable years of experience in fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities (Officer II certification may substitute for supervisory responsibility). Fire service experience must include work in fire suppression and rescue and may include background in fire prevention, investigation, fire training and related areas of fire department operations and management.

#### **OR**

Must have at least five (5) verifiable years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities (Officer II certification may substitute for supervisory responsibility). Fire service experience must include work in fire suppression and rescue and may include background in fire prevention, investigation, fire training and related areas of fire department operations and management.

Deputy Fire Chief LD

Original Adoption: 01-07-09

Revision Dates: 05-28-14, 04-15-15, 05-09-16, 02-28-18, 02-10-22, **Proposed 2023**