

# Delaware State Fire School National Certification Candidate Handbook

Fire Officer III  
NFPA 1021-2020



## Delaware State Fire School

Providing Fire, Rescue, Emergency Medical Training and Public Fire Safety Education



1461 Chestnut Grove Road, Dover, Delaware 19904 – 302-739-4773

Website: <https://www.statefireschool.delaware.gov>

The Delaware State Fire School is accredited by IFSAC, the International Firefighter Service Accreditation Congress, and the Proboard, the National Board on Fire Service Professional Qualifications.

The Fire School is accredited in the following disciplines, noted by the emblem of the accrediting entity:

**Firefighter NFPA 1001 - 2019**

Firefighter I

Firefighter II

**Fire Instructor NFPA 1041 - 2018**

Fire Instructor I

Fire Instructor II

Fire Instructor III

Live Fire Instructor

Live Fire Instructor-in-Charge

**Fire Officer NFPA 1021 - 2020**

Fire Officer I

Fire Officer II

Fire Officer III

Fire Officer IV

**Driver Operator NFPA 1002 - 2017**

Driver Operator Apparatus with Pumper

Driver Operator Apparatus with Aerial

Driver Operator Apparatus with Tiller

Driver Operator Mobile Water Supply

**Hazardous Materials NFPA 1072 - 2018**

Hazardous Materials Awareness

Hazardous Materials Operations

Hazardous Materials Technician

Hazardous Materials Incident Commander

**Hazardous Materials NFPA 472 - 2018**

Hazardous Materials Branch Officer

Hazardous Materials Safety Officer

**Rescue Technician NFPA 1006 - 2013**

Rope Rescue, Level I & II

Confined Space Rescue, Level I & II

**Rescue Technician NFPA 1006 – 2013**

Passenger Vehicle Rescuer Awareness

Passenger Vehicle Rescuer Operations

Passenger Vehicle Rescuer Technician

**Health & Incident Safety 1521 - 2020**

Incident Safety Officer

**Industrial/Brigade NFPA 1081 - 2017**

Advanced Exterior Brigade

Incipient Brigade

**Small Unmanned Aircraft System**

**NFPA 2400 - 2020**

Visual Observer

Remote Pilot In Command



## Delaware State Fire School Certification Written Skills Formatting Guide

This guide will help guide you on the required formatting for all written certification skills. Skills submitted not following these guidelines will not be graded and returned. Skills being submitted using APA guidelines should exceed these requirements. Be sure to understand what may fall outside of these guidelines when writing specific skills, such as writing a report, a memo, or a press release.

Basic format rules:

- ALL skills shall be typed. Handwritten skills will be returned.
- Use a font like **Times New Roman** or **Arial**, and in size 12 font
- Skills should be 1 1/2 -spaced or double-spaced
- Margins should be 1 inch (this is the default in Word)
- Use clear, professional language in your writing. No slang or metaphors should be used.
- All skills shall have your name, the level being challenged, and the date. This can be easily done in the header or the footer of the document. Page numbers are not required but may help in the case of evaluations needing correction. You will not need a title page, unless for a presentation or otherwise noted in the skill.
- You only need to include references if using materials outside your company/department policies or the assigned textbook.

### Other guidance/tips:

- The focus of your skills should be based upon the information in the instructions and from information gathered from your research surrounding your department or the example given. BE SURE to read all the instructions to be sure to understand the requirements and expectations of the skill.
- Follow all the JPR checklists to ensure you cover all the JPRs in your skill. It is recommended that you make a footnote or note in parenthesis (2) before or after the section addressing the JPR number in the skill. This will help with the evaluation of the skills and point out to the evaluator where you are attempting to address that specific JPR.
- Names used should not be actual members, although you may use your company's/department's name if allowed.

## **Prohibited Use of ChatGPT and Similar AI Tools**

The use of ChatGPT, or any other generative AI platform (e.g., GPT models, similar conversational agents, or automated content generation tools) is prohibited for the following purposes:

- **Content Creation:** Students are prohibited from using AI tools to generate content for official organizational communication, marketing, reports, presentations, or any other internal or external documentation.

For questions or further clarifications regarding this policy, please contact a Training Administrator.

# Skill Sheet 1

**Objective**      Develop Standard Operating Procedures (SOPs) for recruiting and hiring. *[NFPA 1021, 6.2.2]*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Directions

For this skill sheet, students will develop SOPs for recruiting and hiring. Instructors will need to provide students with information about a model organization or allow students to use their own organizations as a model. Always follow local standard operating procedures (SOPs) when performing all skills.

## Scenario

You have been tasked by the Fire Chief to develop a policy and procedure to hire new fire personnel.

## Resources

- Chestnut Grove Fire Dept. Profile

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

Fire Officer III – NFPA 1021-2020		Skill Sheet # 1			
Standard Operating Policy Development		Objective(s) 6.2.2			
Evaluator Instructions: The candidate shall identify and explain the development of a policy that shall outline recruiting and hiring for the fire department, using the provided department profile.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently research and develop a standard operating procedure for hiring.					
Required Equipment: A computer with word processing, and the Chestnut Grove Fire Dept. Profile.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Research existing AHJ SOPs for recruiting and hiring, as well as any applicable laws.				
2.	Evaluate the job/duty descriptions for the organization.				
3.	Create the job posting and recruitment material requirements. a. Materials should be accurate and positively represent the organization. b. Policies should require recruitment to focus on capability, diversity, and inclusion.				
4.	Provide a draft of the application itself.				
5.	Summarize the background check process and legal requirements.				
6.	Outline the process for candidate testing. a. Cognitive tests b. Medical tests c. Physical and mental aptitude tests d. Job performance tests e. Any other testing required by the AHJ				
7.	Describe the candidate interview process. a. Specify the number of interviews and timing of each interview. b. Describe the content and type of each interview. c. Specify the number of interviewers and their roles.				
8.	Develop criteria for ranking in selecting candidates.				
9.	Describe the process of notifying prospective hires and candidates who were not selected.				
Retest Approved By:		Retest Evaluator:			

Evaluator Comments:

_____ Evaluator	_____ Date	_____ Evaluator Signature
_____ Retest Evaluator	_____ Date	_____ Retest Evaluator Signature

## Skill Sheet 2

**Objective** Create a professional development plan (PDP). *[NFPA 1021, 6.2.4]*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Directions

Develop a professional development program PDP by establishing methods and procedures to develop and motivate members. Remember not to violate any personnel or Privacy Act information.

### Scenario

The Chief has tasked you to develop a PDP for the rank of Administrative Assistant, Firefighter, Lieutenant, Captain, Fire Protection Officer, Battalion Chief, Deputy Chief and Chief.

### Resources

- Chestnut Grove Fire Dept. Profile
- Scenario

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

<b>Fire Officer III – NFPA 1021-2020</b>		<b>Skill Sheet # 2</b>			
<b>Professional Development Plan</b>		<b>Objective(s) 6.2.4</b>			
<p>Evaluator Instructions: The candidate shall be able to develop methods and procedures to develop and motivate members, using guidance from the department profile.</p>					
<p>Location: N/A</p>					
<p>Performance Outcome: The candidate shall be able to sufficiently research and develop a professional development plan (PDP) by establishing methods and procedures to motivate members.</p>					
<p>Required Equipment: A computer with word processing, and the Chestnut Grove Fire Dept. Profile.</p>					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Included a list of classes to meet the various ranks.				
2.	Identified how to gain the classes – identifying locations and offerings.				
3.	Identified classes/training that should be obtained within the first year.				
4.	Identified classes/training that should be obtained within the second year.				
5.	Identified classes/training that should be required for refresher training to stay in the position.				
6.	Identified classes/training for personnel to advance to the next promotional level.				
7.	Identified additional classes/training that should be obtained before being considered for promotion to next rank.				
8.	Identified time frames that these should be accomplished.				
Retest Approved By: _____		Retest Evaluator: _____			

Evaluator Comments:

Evaluator	Date	Evaluator Signature
Retest Evaluator	Date	Retest Evaluator Signature



## Skill Sheet 3

**Objective**      Develop a budget for the organization using a recognized budget management system. *[NFPA 1021, 6.4.1, 6.4.2]*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Directions

For this skill sheet, students will develop a budget. Instructors will need to provide students with information about a model organization or allow students to use their own organization as a model. Always follow local standard operating procedures (SOPs) when performing all skills.

### Scenario

The Fire Chief has directed you to have your budget request for the coming fiscal year by the end of tomorrow.

Budgets as you have done previously must show the total required amount in each category.

The chief of operations and human resource has a list of 7 personnel who have been identified as Lieutenant's that are lacking the necessary must obtain Fire Officer II and Instructor II levels prior to being promoted to the rank of Captain. The classes needed are provided at the State Fire Academy. Use the line item budget; indicate how much will it cost for each individual to be trained.

The agency has hired 5 new personnel and need basic firefighter and EMT their first year.

The agency has started a confined space team and needs 7 personnel trained by this year.

You are expected to provide a line item breakdown for each sub- category. You are also to provide a justification for each sub-category. This shall indicate why each item is needed for your operations.

To keep the department accreditation as a regional training center, the department must have a full set IFSTA manuals for the training center library and at the 3 stations to meet the accreditation requirements of the Chestnut Grove Firefighters Standards and Training Council.

Additionally, the chief wants the attached list of books for the all the training center library.

The agency reimburses at the rate of \$0.35 per mile, reimburses maximum of \$31/day for food after staying overnight or at the rate of \$9 breakfast, \$8 lunch and \$14 for dinner.

Project what the costs will be to update the new books for the stations with a 20% increase in costs for them.

Educational Facilities for Courses

Basic Firefighter \$3,000 (takes 1 semester) - hired 5 personnel

EMT \$4,000 (takes 3 semesters)

Confined Space (specialty school) \$765 per class (3 8-hour days)

Fire Officer I & II are \$400 per class (Hybrid and 4 8-hour days)

Fire Instructor I & II are \$400 per class (Hybrid and 3 8-hour days)

IFSTA manuals (full set) \$2,750

All classes taught at the FSTC are free since the fire department is 90 miles away, so students must request pay for their room and board. The Fire Officer II and Instructor II classes are not available at FSTC and cost \$400 separately.

### **Resources**

- Chestnut Grove Fire Dept. Profile
- Scenario
- Memo on Travel
- Textbook Price Sheet

### Textbook Price Sheet

FRSC 1110 – Fire Administration - Supervision and Leadership – <b><i>Fire and Emergency Services Company Officer</i></b> , 2007 4 <sup>th</sup> ed. ISBN 9780879392819, pub. IFSTA/Pearson	\$60.50
FRSC 1121 – Firefighting Strategy and Tactics – <b><i>Firefighting Practices and Principles</i></b> , 2 <sup>nd</sup> by Clark, ISBN 9780878149209, publ.by Fire Engineering.	\$49.00
FRSC 1132 – Fire Service Instructor – <b><i>Fire and Emergency Services Instructor</i></b> , 7 <sup>th</sup> ed., ISBN 9780879392710 published by IFSTA/Pearson	\$52.00
FRSC 1141 – Hazardous Materials - Operations - <b><i>Hazardous Materials for the First Responder</i></b> ISBN 9780879392444 3 <sup>rd</sup> ed. written by IFSTA, pub. by IFSTA/Pearson	\$52.00
FRSC 1151 – Fire Prevention and Inspection – <b><i>Fire Inspection and Code Enforcement</i></b> , 7 <sup>th</sup> ed., ISBN 9780879393489 pub.by IFSTA/Pearson	\$72.00
FRSC 1151 – Fire Prevention and Inspection – <b><i>Life Safety Code 101, 2000 ed.</i></b> Paperback (not hard cover) published by NFPA	\$85.00
FRSC 1161 – Fire Service Safety and Loss Control - <b><i>Fire Department Safety Officer</i></b> – 1 <sup>st</sup> ed. 2001 ISBN 9780879391911 pub. by IFSTA/Pearson	\$38.00
FRSC 2100 – Fire Administration - Management – <b><i>Management in the Fire Services</i></b> , 4 <sup>th</sup> ed. ISBN 9780763751692, published by Jones and Bartlett	\$90.95
FRSC 2110 – Fire Service Hydraulics – <b><i>Hydraulics for Firefighting</i></b> , 2 <sup>nd</sup> ed. ISBN 9781418064020 by Crapo published by Delmar	\$83.94
FRSC 2120 – Fire Protection Systems – <b><i>Fire Detection and Suppression Systems</i></b> ISBN 9780879392673 3rd edition, published by IFSTA/Pearson	\$40.50
FRSC 2130 – Fire Service Building Construction – <b><i>Building Construction for the Fire Service</i></b> , 4 <sup>th</sup> ed., ISBN 9780763778026 by Brannigan pub. Jones & Bartlett	\$89.95
FRSC 2170 – Fire and Arson Investigation – <b><i>Kirk's Fire Investigation</i></b> by Kirk, ISBN 9780131719224 6 <sup>th</sup> edition by DeHann, published by Brady/Pearson	\$97.33
FRSC 2170 – Fire and Arson Investigation - NFPA 921, <b><i>Guide for Fire and Explosion Investigations</i></b> , 2008 ed. ISBN 978-1114-82040-1. pub. by NFPA	\$77.50

***Chestnut Grove Fire Dept.******Memo on Travel***

**I. The City Manager has established the following reimbursement policy for employees training such as training classes or other such related functions.**

**Travel**

The county will reimburse an employee \$ \_\_\_\_\_ per mile using personal vehicle, if no departmental vehicles are available. Mileage will be calculated from Station 1 to the destination point using Mapquest.com program.

A department vehicle will be furnished whenever possible. When used, it shall only be used for commuting to and from the destination. A gas card will be provided for fuel costs. If no card is available the employees will keep all fuel receipts – must have gallons received and price per gallon listed for reimbursement.

**II. Meals**

The county will reimburse an employee \$ \_\_\_\_\_ per day for meals. Any employee commuting will be allowed one meal if arrival back at base is on or before 1830 hours and two meals if arrival back after 1830 hours. An employee who is required to stay at the destination point will receive \$32 for meals. All meals will be reimbursed after documentation of expenditure.

**III. Lodging**

The Training Department Officer must approve all lodging prior to such expenses being incurred. Lodging, when approved, will be paid with the FES credit card – provided prior to departure. The county will pay the room charges and room services (within the \_\_\_\_\_ per day limit). Telephone charges will not be paid and is the responsibility of the employee.

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

<b>Fire Officer III – NFPA 1021-2020</b>		<b>Skill Sheet # 3</b>			
<b>Budget Management System Use</b>		<b>Objective(s) 6.4.1 &amp; 6.4.2</b>			
Evaluator Instructions: The candidate shall be able to develop a budget using a budget management system.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently research and develop a budget, using the provided scenario and department profile.					
Required Equipment: A computer with word processing, and the Chestnut Grove Fire Dept. Profile.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Evaluate the current budget for effectiveness.				
2.	Determine projected operating, and personnel costs. a. Supplies, equipment and travel cost.				
3.	Provide detailed budget justification for individual expenditures.				
4.	Timetable and how implemented included.				
5.	Submit Memo on Travel for all members.				
6.	Submit Budget Request Spreadsheet with an Executive Summary.				
Retest Approved By: _____		Retest Evaluator: _____			

Evaluator Comments:

Evaluator	Date	Evaluator Signature
Retest Evaluator	Date	Retest Evaluator Signature

## Skill Sheet 4

**Objective** Develop a plan for providing a member accommodation. *[NFPA 1021, 6.2.6]*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Directions

Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s). Write a report on the proposal.

### Scenario

During an interview, you noted that the person applied for the firefighter position listed a disability. It appears that he lost his left leg in an accident and it was removed from the knee. The applicant scored well on the written and recently passed the CPAT exam. The governmental legal department has approved his hiring if accommodations can be made.

What could be the problem encountered?

What standard do you reference?

What legal standard do you reference?

Can the fire department arrange accommodations for this person?

If so what will the accommodations be for this person?

### Resources

- Chestnut Grove Fire Dept. Profile
- Scenario
- The Americans with Disabilities Act, and any other applicable laws or regulations (Available Online)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

Fire Officer III – NFPA 1021-2020		Skill Sheet # 4			
Develop a Plan for a Member Accommodation		Objective(s) 6.2.6			
Evaluator Instructions: The candidate shall identify and explain the development of a policy that shall outline recruiting and hiring for the fire department, using the provided department profile.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently research and develop a standard operating procedure for hiring.					
Required Equipment: A computer with word processing, and the Chestnut Grove Fire Dept. Profile.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Summarizes employee's needs.				
2.	Assures that confidentiality, legal aspects, and documentation are addressed.				
3.	Provides the employee with a reasonable accommodation that will allow him or her to complete job functions as assigned or provide the employee with an alternate and equitable job assignment. a. Refer to local policies and applicable laws. b. Analyze the employee's current job requirements and compare them to the planned accommodation. <b>NOTE:</b> Accommodations may be temporary or permanent, depending on the needs of the employee and the policies of the jurisdiction.				
4.	Document the accommodation per local SOPs. a. Ensure an SOP addresses the implementation of an accommodation. b. Ensure that the documentation is confidential. c. Include adequate information to justify the accommodation.				
5.	Outlines any costs, a timetable, how the accommodation will be implemented, and justification for the accommodation.				
6.	Write a summary of the proposed solution for the administration and the employee.				
Retest Approved By:		Retest Evaluator:			

Evaluator Comments:

_____ Evaluator	_____ Date	_____ Evaluator Signature
_____ Retest Evaluator	_____ Date	_____ Retest Evaluator Signature



## Skill Sheet 5

**Objective** Analyze and describe AHJ policies for requests for proposal (RFPs) and the bidding process. *[NFPA 1021, 6.4.3]*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Directions

For this skill sheet, students draft an SOP for the RFP bidding process and provide a complete RFP document.

### Scenario

The Fire Chief has assigned you the task to prepare an RFP announcement and specifications sheet for the acceptance of sealed bids for 500 feet of 1 ½ inch diameter double jacket fire hose with 1 ½ inch couplings and 500 feet of Three (3) inch diameter double jacket hose with 2 ½ inch couplings.

Additionally develop a check list that will be used to verify all areas are covered from the RFP. The standard for hose in your department is: 50 foot sections, Light weight couplings, double jacket, One year warranty on all hose and couplings, delivery within 60 days from bid acceptance, and price good for 1 year from date of bid opening.

Bids must be submitted in a sealed envelope marked "Bids for Fire Equipment – Fire Hose" to the attention of Ms. Joseph Bidwell, Chestnut Grove Fire Dept., 520 West Sussex St, Chestnut Grove, DE 19901.

The Chestnut Grove Fire Dept. has the right to alter or change specifications with proper notice to all vendors and/or reject any and all bids received by the agency.

### Resources

- Chestnut Grove Fire Dept. Profile
- Scenario
- Sample RFP's (Available Online )

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

Fire Officer III – NFPA 1021-2020		Skill Sheet # 5			
Analyze the Bidding Process and Develop a Request for Proposal (RFP)		Objective(s) 6.4.3			
Evaluator Instructions: The candidate shall identify and explain the bidding process and complete the development of a request for proposal (RFP), using the provided department profile.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently analyze a bidding process and develop a request for proposal (RFP) using the scenario provided.					
Required Equipment: A computer with word processing, and the Chestnut Grove Fire Dept. Profile.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Research requests for proposals (RFPs) and the bidding process.				
2.	Lists of steps in the process.				
3.	Describes each step in the process.				
4.	List of potential vendors for purchase items selected.				
5.	Estimated cost of purchase for budgeting purposes.				
6.	Identify and explain the funding source(s) and justification for the selected item to be purchased.				
7.	Sample of how bids will be evaluated to assure that specified item purchased will be received.				
8.	Provide complete RFP document.				
Retest Approved By:		Retest Evaluator:			

Evaluator Comments:

_____	_____	_____
Evaluator	Date	Evaluator Signature
_____	_____	_____
Retest Evaluator	Date	Retest Evaluator Signature

## Skill Sheet 6

**Objective**      Develop a plan to improve member benefits. *[NFPA 1021, 6.2.5]*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Directions

For this skill sheet, students will develop a plan to improve member benefits. Instructors will need to provide students with the scenario featuring a model organization.

### Scenario

The Chief tasked you to do improve a department's employee benefit program.

Select one of the following benefits and justify an improvement in it. Develop the impact on the agency, Fire Department employees who will benefit from it, who will be affected and the cost to the agency.

### Resources

- Chestnut Grove Dept. Profile
- Scenario

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

<b>Fire Officer III – NFPA 1021-2020</b>		<b>Skill Sheet # 6</b>			
<b>Evaluate Member Benefits</b>		<b>Objective(s) 6.2.5</b>			
Evaluator Instructions: The candidate shall review current benefits available to members, identifying any deficiencies and making any recommendations. using the provided department profile.					
Location: N/A					
Performance Outcome: The candidate shall be able to review current member benefits, identifying and deficiencies, recommendations for improvements, and sources of funding to cover any changes recommended.					
Required Equipment: A computer with word processing, and the Chestnut Grove Fire Dept. Profile.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Analyzed the organization's current employee benefit plan.				
2.	Identified areas of needed improvement within the current benefit plan.				
3.	Identified which employees will benefit from it.				
4.	Outlined a proposed improvement to specific benefits.				
5.	Identified a source of funding for benefit improvements.				
6.	Completed executive summary of evaluation and proposal for any changes.				
Retest Approved By: _____		Retest Evaluator: _____			

Evaluator Comments:

Evaluator	Date	Evaluator Signature
Retest Evaluator	Date	Retest Evaluator Signature

# Skill Sheet 7

**Objective**      Develop a community risk reduction program. *[NFPA 1021, 6.3.1]*

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Directions

For this skill sheet, candidates will develop a community risk reduction program. Instructors will need to provide students with information about a model organization. Always follow local standard operating procedures (SOPs) when performing all skills.

## Scenario

The Chestnut Grove Council is concerned that risks to the community need to be addressed more assertively. They have tasked the Fire Chief with reviewing incidents in the area and begin with the most occurring incident or injury. The Fire Chief has assigned this project to you.

Use the data provided in the Department Profile to develop and Community Risk assessment of Chestnut Grove.

## Resources

- Chestnut Grove Fire Dept. Profile.

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

<b>Fire Officer III – NFPA 1021-2020</b>		<b>Skill Sheet # 7</b>			
<b>Develop a Community Risk Reduction (CRR) Program</b>		<b>Objective(s) 6.3.1</b>			
Evaluator Instructions: The candidate shall identify local hazards and develop a community risk reduction (CRR) program, using the provided scenario and department profile.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently research and develop a standard operating procedure for hiring.					
Required Equipment: A computer with word processing, and the Chestnut Grove Fire Dept. Profile.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Analyzed community risk assessment data.				
2.	Evaluated the effectiveness of current community risk reduction efforts.				
3.	Identified specific areas of risk to address within the risk reduction program.				
4.	Identified program goals or outcomes based on identified target risks.				
5.	Created a list of mitigation strategies and community education programs to address the target hazards.				
6.	Proposed a budget for the community risk reduction program.				
7.	Drafted a policy for public inquiries and media relations relating to the risk reduction program.				
8.	Created an evaluation instrument to determine if program goals were met and a timeline to review the effectiveness of the program.				
Retest Approved By: _____		Retest Evaluator: _____			

Evaluator Comments:

Evaluator	Date	Evaluator Signature
Retest Evaluator	Date	Retest Evaluator Signature

# **Chestnut Grove Fire Department**

## **Town and Department Profile**

## **Town of Chestnut Grove & Fire Department Profile**

The Chestnut Grove Fire Department was established in 1900 by local townsmen who volunteered after a large fire damaged much of the town. The Fire Department grew steadily through the years. In 1980, the fire department recognized a need to begin incorporating paid firefighter/drivers to assure units responding to emergencies. The department slowly began to hire more paid personnel to supplement volunteers as those numbers declined. The department began to promote career officers in 2009. The department became almost entirely paid department in 2015, hiring the first Career Fire Chief in 2016.

### **Geography and Demographics**

The Fire Department covers approximately 55 square miles of heavily populated land located in Chestnut Grove. The full-time resident population of the response district is 31,155 per the 2020 census. The population is estimated to almost double during the day, Monday through Friday and 1 ½ times in the evenings and on weekends. Seasonal visitors being on the river and bay also adjust to those estimated population numbers of daily and nightly visitors.

### **2020 Census**

<b>Chestnut Grove 31,155 residents</b>	<b>Chestnut Grove Fire Department 66 employees</b>
48% male or 15,146 residents	87% male or 58 members of the department
52% female or 16,200 residents	13% female or 8 members of the department
68% whites or 21,185 residents	78% whites or 56 members of the department
9% African American or 2,804 residents	9% African American or 6 members of the department
11% Hispanic or 3,427 residents	7% Hispanic or 6 members of the department
12% Other or 3,738 residents	6% Other or 4 members of the department
*Other consists of Hawaiian, native American, Asian or any other certified ethnic origin.	
	0% of the department is made up of female leadership

### **Town Geography & Hazards**

The landscape of the town is extremely diverse with a mix of Suburban, Urban, and Industrial areas. The town is bordered to the north by Kirkwood City and the Duck Bay to the west, to the south by the town of Beford, to the east by the town of Kenton, and to the west by the Duck River. There is a high potential for tornadic activity as well as large thunderstorms capable of producing damaging hail and wind. Along with a powerful thunderstorm or tornado is the high risk of flooding. Snowstorms are very infrequent but often in the winter, the department must deal with icy conditions and supporting EMS. The town can be prone to flooding during Hurricanes and nor-easters with the Duck Bay, Duck River, and Dempsey Lake adjacent to Newman Airfield. The town is completely covered by hydrants, supplied with 6" and 4" mains.



## **Town of Chestnut Grove & Fire Department Profile**

There are 4 group homes for special needs patients throughout the town that house 15 people in each home with 2 staff members working, 24 hours a day. There is the 7-story Amabili Memorial Hospital which is capable of housing 144 patients and 300 staff members. Within the hospital, there is a 15-bed unit for psychiatric patients, which is under lock down and has a guard assigned to monitor it 24 hours a day. The hospital can support treatment of stroke patients and STEMI patients, along with minor trauma patients Level III). Kirkwood City Medical Center is the nearest Level I trauma center and burn center. There is one nursing home at 102 Turner Street, that houses 60 patients, varying from physical therapy/rehabilitation patients on the first floor, convulsant patients on the second floor, and Alzheimer's/dementia patients on the third floor. The facility also boasts a 6-seat dialysis center on the second floor. There is an independent living facility Merry Gardens located at 120 S Chestnut Avenue, that has 52 residents aged 55 and over, some with disabilities.

Chestnut Grove has several rail lines that run along and through the town. A majority of the traffic on the rail lines is freight, with a majority of the traffic going to and from the refinery, followed by outgoing products from the port. There is an underground pipeline from a distribution station on W Wilson-Hypes Street and the refinery on N. Hutchison Street. There is a small Fuel Oil company at 303 Port Road, with 4 5,000-gallon tanks of petroleum products (Fuel Oil, Deisel, Kerosene, and Gasoline). There are two power substations located at the end of Tower Street and N Hutchison Street. There is a small airfield, Newnam Airfield, with a staffed traffic control tower, 18 hours a day, and a small crash rescue brigade during daytime hours supported by the department. There is a small liquid and gases transfer station along the bay and a refinery outside the downtown with a fire brigade.

There are small manufacturing and processing plants along Tower Street and N. Young Street, with some buildings being abandoned. Adjacent to these buildings on the other side of the rail lines are the fairgrounds, which the annual town fair is held for two weeks each year, around Memorial Day Weekend. The fair does draw visitors from the surrounding towns and city.

Downtown has a mixed of businesses, mixed use with rental properties above them, and rowhomes. There are several schools and churches throughout the town. There are some small neighborhoods with single family dwellings, including along the Duck Bay.

### **Department Structure, Facilities, and Apparatus**

The department is paramilitary structured and administratively has a Fire Chief, and Deputy Fire Chief, supported by a full-time civilian administrative assistant and a Fire Protection Officer, who oversees investigations and inspections, reporting to the Deputy Chief. Each operational shift is overseen by a Battalion Chief and each piece of apparatus is staffed with a Captain or Lieutenant and (2) firefighters. The Battalion Chiefs are responsible to respond to incidents in a command vehicle and are to take charge of an expanding incident. The fire marshals and fire prevention officers are civilians of the city however, they report to the fire chief.

## **Town of Chestnut Grove & Fire Department Profile**

The Fire Department is made up of 66 men and women, from entry level to battalion chief, that work 24-hour shift over a 3-shift rotation with a “Kelly day”. The staff operates out of 3 fire stations, Station 1 at 520 West Sussex Street, Station 2 at 302 E Kent Street, and Station 3 at Reynolds Avenue. The town staffs an engine, an aerial, and a battalion chief out of station 1, and a rescue-engine out of Station 2, and an engine/quint at Station 3. The Fire Department also delivers Emergency Medical Services for the town, which was added in 1994, and two EMS units are housed at each station. There are 2 Mobile Intensive Care Units staffed 24/7 in Stations 1 & 2, and a “power shift” of a Basic Life Support Unit, staffing 0600-1800 every day out of Station 2.

Station 1 was built in 1962, when the department was still volunteer and before having a paid daytime driver. Over the years modifications had been made to existing spaces to accommodate 24-hour staffing, later requiring small additions for both work and living space but has been limited by location and available space. With the expansion in the number of stations in town, some of the original vehicle bays have been converted to usable space. Station 1 is staffed by an Engine crew of 3, a Ladder crew of 4, and a Battalion Chief. The crews are cross trained in the High Angle, Confined Space, and Trench rescue levels, having the rescue pumper and the ladder also acting as the town’s heavy rescue.

Station 2 was built in 1980 in the more industrial area as the town began to grow and the department began to hire more career firefighter/drivers to supplement the volunteer staffing. As staffing increased, modifications were made to the stations to make office space into sleeping quarters, especially as females began to be hired into the department, requiring separate quarters and showering facilities. The department has also purchased a mobile office trailer that has been utilized for providing EMS work and living areas, and storage space for all the department’s EMS supplies since 2018. There is a helipad on the department property, which is shared with the adjacent Amabili Memorial Hospital. Station 2 is staffed by an Engine crew of 4, who are cross trained in the hazardous materials technician level. The foam unit is always due at the refinery and airport for any report fire/crash rescue incidents.

Station 3 is the most recent station, added to decrease the response times to the local community, especially with long refinery rail line traffic cutting off the area at times. The local residences have moved from being primarily seasonal visitors during summer months, to a mix of now mostly year-round residents and some rental properties. It was built in 2012 and is the most up-to-date station with adequate facilities for existing shifts and possible future expansion in staffing. This station is normally utilized first for any up-staffing for weather or other significant pre-planned events. Station 3 is staffed with an engine of 3, who are cross trained in water rescue disciplines.

### **Station 1 - 302 East Kent Street (headquarters)**

ENGINE 1 - 2000 Pumper with 1500 gpm pump and 750-gallon tank

RESCUE ENGINE 1 - 1998 Rescue Pumper with 1000 gpm pump and 500-gallon tank.

LADDER 1 - 2002 100-foot rear-mount ladder

MEDIC 1 - 2022 Type III ambulance.

## **Town of Chestnut Grove & Fire Department Profile**

SPARE UNIT - 2017 Type II ambulance.

UTILITY 1 - 2015 4-door Heavy Duty Pick-up Truck with cap

BATTALION 1 - 2021 Command vehicle-Tahoe 4 X 4

### **Station 2 - 520 West Sussex Street**

ENGINE 2 - 2000 Pumper with 1500 gpm pump and 750-gallon tank

TOWER LADDER 2 - 1995 Tower Ladder (reserve) 1500 gpm, with 300-gallon tank.

MEDIC 2 - 2020 Type III ambulance.

SPARE UNIT - 2017 Type II ambulance.

UTILITY 2 - 1996 4-door Heavy Duty Pick-up Truck with cap

500-gallon Foam Trailer

### **Station 3 - 103 Reynolds Street**

ENGINE 3 - 2022 Engine, 1500 gpm, with 750-gallon tank

LADDER 3 - 2002 75-foot Quint, 2000 gpm, with 500-gallon tank

MEDIC 3 - 2022 Type III ambulance.

SPARE UNIT - 2020 Type III ambulance

UTILITY 3 - 2015 4-door Heavy Duty Pick-up Truck with cap

MARINE 1 - 16' inflatable boat w/ trailer, four- person capacity.

### **Fire/Rescue/EMS Mutual Aid**

The Fire Department is supported by 3 mutual aid departments in the surrounding areas.

#### **Kirkwood City Fire Department – North**

The Department has 6 stations, with a total of 6 engines, two ladders, and 1 heavy rescue/Haz Mat. Kirkwood City also has a small Fire/Rescue boat with a medium sized pump to respond on Duck Bay. EMS is provided by ABC Ambulance, providing 3 MICUs at night and 3 MICUs and 1 BLS unit during the day. They specialize in rescue operations, being part of the State task force 1.

#### **Bedford Fire Department – South**

The Department has 1 station with a combination of staffing. They have 4 paid Firefighter/EMT/Drivers on station 24-hours a day, who also provide BLS coverage for the town with 2 ambulances. ABC Ambulance provides their ALS support from Kirkwood City. They specialize in swift water and flood water rescue operations being upstream on the Duck River.

#### **Kenton Fire Department – East**

The Department is 1 station and completely volunteer. Many of their members work shift work, so their response numbers may vary. They often have at least 3 members, including a chief officer. They have 1 MICU crew of career staff 24 hours a day.

### **Airlift 1**

Located at Kirkwood City Medical Center and dispatched by hospital central dispatch. Flight time is generally 7-8 minutes depending on the weather.

# **Town of Chestnut Grove & Fire Department Profile**

## **Medevac 20**

Located in Burnville, 21 miles to the southeast of the town. Generally, a 10-minute flight time to Chestnut Grove when airborne. Some delay (5-8 minutes) in requests being dispatched from a commercial national dispatch center in Iowa.

## **Staffing and Budgeting**

The active fire staff.

- 1 - Fire Chief
- 1 - Deputy Chief
- 1 - Fire Protection Officer
- 3 - Battalion Chiefs
- 4- Captains
- 8 - Lieutenants
- 30 – Firefighter/EMT's
- 18 – Firefighter/Paramedics
- 4 – administrative support staff

## **Operating Budget**

Expected Expenses: \$16,983,212

Salaries (plus holiday and estimated overtime pay) - \$8,983,540.

Benefits - \$7,532,950

Apparatus - \$52,973

Equipment - \$129,578

Station Utilities and Maintenance - \$92,430

Training and Education - \$50,000

Uniforms – \$181,741

Allotted Income: \$16,437,620

Town Funds - \$15,000,000

State Grants- \$89,120

Fire Tax (1 mil) - \$1,348,500

## **Current Promotional Training Requirements**

Entry Level, Recertified, or Lateral

# **Town of Chestnut Grove & Fire Department Profile**

## **Benefit Package**

**Retirement:** contributes into the State Retirement System and into a 401(k) account for employees. Employees may also choose to participate in a 457, Roth IRA or Roth 401(k).

**Health & Dental Insurance:** provides each employee a benefits allowance that they can use to purchase medical and dental insurance. Employees can choose from three health plan options through United Health Care and three dental plan options through Dental Select. Employees may also deposit money into an HSA or HRA for employees as well.

**Life Insurance:** Group term life insurance is provided for all regular employees. The amount of coverage varies from \$25,000 to \$50,000 depending on job classification.

**Vacation:** Employees receive 12 days per year during years 1-7 increasing to 15 days per year during years 8-14 and 18 days per year at year 15. Vacation accrual is prorated for part-time employees.

**Holidays:** Employees receive 10 paid holidays and 2 days of personal leave.

**Sick Leave:** Employees receive 12 days per year to be used in case of sickness or disability. Sick leave accrual is prorated for part-time employees.

**Long Term Disability Insurance:** Coverage is available for employees. The amount of benefit is 66 2/3% of salary.

**Wellness Program:** offers a wellness program to help employees gain knowledge, skills, and motivation to improve the quality of their lives and well-being. Employees have access to a cardio and weight room at County Administration and receive a free family membership to the Sports Center and discounted golf passes to River Oaks Golf Course. Other benefits include health screenings, flu shots and partial reimbursements for gym membership fees, sporting and fitness program costs, and weight loss program sign-up fees.

**Employee Assistance Program:** A counseling and consultation service is provided to help employees and eligible family members with a wide range of personal issues.

**Flexible Spending Reimbursement Accounts:** Available to help employees save taxes on medical expenses and dependent care expenses.

**Tuition Assistance Program:** Full-time employees may receive tuition assistance for approved work-related courses. Repayment of up to \$1500 per year tuition reimbursement.

**Other Benefits:** Bereavement Leave, Jury Duty Leave, Court Witness Leave, and Georgia Aquarium Passes.

## Town of Chestnut Grove & Fire Department Profile

ID#	RANK	NAME	FIREFIGHTER I	FIREFIGHTER II	EMT	PARAMEDIC	APPARATUS OPERATOR	AERIAL	FIRE INSTRUCTOR I	FIRE INSTRUCTOR II	FIRE INSPECTOR I	FIRE INSPECTOR II	FIRE INVESTIGATOR	WILDLAND FIREFIGHTER	FIRE OFFICER I	FIRE OFFICER II	FIRE OFFICER III	FIRE OFFICER V	INTRO TECH RESCUE	CONFINE SPACE	HIGH ANGLE	UNDERWATER	SWIFT WATER	HAZMAT A&O	HAZMAT TECH
2	FC	R. Emeyer	X	X	X		X	X	X	X	X	X			X	X	X	X	X	X	X				
4	DC	C. Wright	X	X	X	X	X	X	X	X	X	X			X	X	X	X				X	X		
12	BC	B. Jones	X	X	X		X	X	X	X	X	X			X	X								X	X
3	BC	R. Martin	X	X	X	X	X	X	X	X	X	X	X	X	X	X								X	X
5	BC	M. Evans	X	X	X		X	X	X	X	X	X	X		X	X			X	X	X				
6	Capt.	S. Cone	X	X	X		X	X	X	X	X	X	X		X	X			X	X	X				
7	Capt.	B. Williams	X	X	X	X	X	X	X	X	X	X		X	X	X						X	X		
8	Capt.	M. Jackson	X	X	X	X	X	X	X	X	X	X	X		X	X								X	X
13	Capt.	W. Samson	X	X	X	X	X	X	X	X	X	X			X	X			X	X	X	X	X		
15	Lt	S. O'learr	X	X	X										X									X	X
16	Lt	R. Conor	X	X	X	X	X	X	X	X	X	X		X	X									X	X
19	Lt	W. Wessan	X	X	X	X	X	X	X	X	X	X			X							X	X		
20	Lt	B. Weaver	X	X	X	X	X	X	X	X	X	X	X		X							X	X		
25	Lt	R. Aaron	X	X	X	X	X	X	X	X	X	X			X				X	X	X				
28	Lt	J. Walker	X	X	X		X	X	X	X	X	X			X				X	X	X				
14	Lt	A. Denvers	X	X	X		X	X	X	X	X	X		X	X				X	X	X				
17	Lt	C. Washing	X	X	X	X	X	X	X	X	X	X	X		X				X	X	X				
21	FF	O. Simpson	X	X	X		X	X											X	X	X				
22	FF	B. Whiteburn	X	X	X		X	X											X	X	X				
23	FF	B. Greenburn	X	X	X		X	X											X	X	X				
24	FF	R. Chamberlin	X	X	X		X	X					X						X	X	X				
26	FF	S. Stone	X	X	X		X	X					X						X	X	X				
27	FF	M. Douglas	X	X	X		X	X					X						X	X	X				
29	FF	C. Jones	X	X	X														X	X	X				
30	FF	S. Jacks	X	X	X														X	X	X				
31	FF	R. Smity	X	X	X														X	X	X				
32	FF	J. Frider	X	X	X									X					X	X	X				
33	FF	C. Mundson	X	X	X								X	X					X	X	X				
34	FF	B. Ham	X	X	X		X	X						X										X	X
35	FF	K. Rossmeyer	X	X	X		X	X						X										X	X
36	FF	J. Wayne	X	X	X		X	X						X										X	X
37	FF	B. Thompson	X	X	X		X	X					X											X	X
38	FF	E. Framerson	X	X	X		X	X					X											X	X
39	FF	J. Brownly	X	X	X								X											X	X
40	FF	G. Custerly	X	X	X								X											X	X



## Town of Chestnut Grove & Fire Department Profile

ID#	RANK	NAME	FIREFIGHTER I	FIREFIGHTER II	EMT	PARAMEDIC	APPARATUS OPERATOR	AERIAL	FIRE INSTRUCTOR I	FIRE INSTRUCTOR II	FIRE INSPECTOR I	FIRE INSPECTOR II	FIRE INVESTIGATOR	WILDLAND FIREFIGHTER I	FIRE OFFICER I	FIRE OFFICER II	FIRE OFFICER III	FIRE OFFICER V	INTRO TECH RESCUE	CONFINED SPACE	HIGH ANGLE	UNDERWATER	SWIFT WATER	HAZMAT A&O	HAZMAT TECH
41	FF	R. Shell	X	X	X		X	X																X	X
42	FF	J. Person	X	X	X		X	X						X										X	X
43	FF	R. Geoson	X	X	X		X	X						X										X	X
44	FF	G. Pruison	X	X	X		X	X						X										X	X
45	FF	P. Rodriquez	X	X	X		X	X						X								X	X		
46	FF	T. Mitts	X	X	X		X	X						X								X	X		
47	FF	M. Hamson	X	X	X		X	X														X	X		
48	FF	J. Bont	X	X	X		X	X														X	X		
49	FF	R. Botter	X	X	X		X	X														X	X		
50	FF	E. Allen	X	X	X		X	X														X	X		
51	FF	R. Poet	X	X	X		X	X														X	X		
52	FF	B. Cassidy	X	X	X		X	X														X	X		
53	FP	R. Rogley	X	X	X	X																		X	X
54	FP	G. Kelly	X	X	X	X								X										X	X
55	FP	A. Murson	X	X	X	X	X	X						X										X	X
56	FP	R. Row	X	X	X	X	X	X						X										X	X
57	FP	G. Busher	X	X	X	X	X	X						X										X	X
58	FP	W. Clinton	X	X	X	X	X	X																X	X
59	FP	S. Stellone	X	X	X	X	X	X														X	X		
60	FP	W. Holden	X	X	X	X																X	X		
61	FP	R. Scotty	X	X	X	X																X	X		
62	FP	B. Davison	X	X	X	X																X	X		
63	FP	O. Bradley	X	X	X	X	X	X						X								X	X		
64	FP	R. Gardner	X	X	X	X	X	X						X								X	X		
65	FP	D. Evans	X	X	X	X								X					X	X	X				
66	FP	J. Lopak	X	X	X	X								X					X	X	X				
67	FP	P. Howe	X	X	X	X	X	X											X	X	X				
68	FP	D. Wardly	X	X	X	X													X	X	X				

## Town of Chestnut Grove & Fire Department Profile

ID#	RANK	NAME	FIREFIGHTER I	FIREFIGHTER II	EMT	PARAMEDIC	APPARATUS OPERATOR	AERIAL	FIRE INSTRUCTOR I	FIRE INSTRUCTOR II	FIRE INSPECTOR I	FIRE INSPECTOR II	FIRE INVESTIGATOR	WILDLAND FIREFIGHTER I	FIRE OFFICER I	FIRE OFFICER II	FIRE OFFICER III	FIRE OFFICER V	INTRO TECH RESCUE	CONFINED SPACE	HIGH ANGLE	UNDERWATER	SWIFT WATER	HAZMAT A&O	HAZMAT TECH
69	FP	J. Brown	X	X	X	X													X	X	X				
70	FP	B. Baker	X	X	X	X	X	X											X	X	X				
71	FPO	V. Miller	X	X	X		X	X			X	X	X		X	X								X	X
72	AD	S. Stewart																							
73	AD	S. Barr																							
74	AD	C. Muribito																							
75	AD	M. Messick																							

FC – Fire Chief  
 DC – Deputy Chief  
 BC – Battalion Chief  
 Capt. – Captain  
 Lt – Lieutenant  
 FF – Firefighter/EMT  
 FP – Firefighter/Paramedic  
 FPO – Fire Protection Officer  
 AD – Administration



## **Town of Chestnut Grove & Fire Department Profile**

- Applicant must be 18 years-of-age and successfully complete the Chestnut Grove Fire Departments 13-week recruit academy, completing physical agility and fitness testing and having a passing score of 70% on all academic and certification tests.
- Complete or have certification in NFPA 470/472/1072 through Hazardous Materials Operations and NFPA 1001 through Firefighter 2
- Obtain or have National Registered Emergency Medical Technician (NREMT) and maintaining all requirements for recertification every 2 years, along with State certification.

### **Driver/Operator**

- Must be 21 years of age and have 2 years after completion of any probationary period.
- Must hold a valid, State-issued Class-A Commercial Driver's License with a driving record without points or suspensions and have successfully completed the State Emergency Vehicle Operators course.
- Completed NFPA 1002 Driver Operator Pumper and Aerial courses.

### **Lieutenant/Captain**

- Must have 5 years after completion of any probationary period.
- Must have served as an apparatus driver.
- Shall hold NFPA 1021 Fire Officer 1 for Lieutenant or Fire Officer 2 for Captain.
- Complete scheduled promotional testing consisting of questions from NFPA 1001 level 1 & 2, NFPA 1021 level 1 & 2, Fire Department policies and procedures, State and locally adopted fire code ordinances, and local personnel and human resources policies.
- Chiefs Panel interview with 1 - operational scenario and 1 - personnel scenario.

### **Battalion/Fire Protection Officer**

- 8 years after completion of any probationary period.
- Must have served as a Lieutenant or Captain for at least 1 year.
- Hold at least NFPA 1021 Fire Officer 2 and NFPA 1031 Fire Inspector 2, (NFPA 1035 Life and Safety Educator preferred).
- Associate degree (or 60 college credit hours) from an accredited college or university preferred. A degree in an emergency services field is also preferred.

## **Town of Chestnut Grove & Fire Department Profile**

- Complete scheduled promotional testing consisting of questions from any previously tested levels, NFPA 1021 level 3, Fire Department policies and procedures, State and locally adopted fire code ordinances, and local personnel and human resources policies.
- Chiefs Panel interview with 1 - operational scenario and 1 - personnel scenario.

### **Deputy**

- Appointment by the Council after Human Resources vetting.
- 12 years on the job not including the recruit academy.
- Hold NFPA 1021 Fire Officer 3, with Fire Officer 4 preferred (or able to be obtained).
- Associate degree in an emergency services field from an accredited college or university.
- Bachelor's degree (or 30 or more college credit hours towards Bachelor's) in an emergency services field from an accredited college or university preferred.
- National Fire Academy Executive Fire Officer or Managing Company Officer certification preferred.

### **Chief**

- Appointment by the Council after Human Resources vetting.
- 15 years on the job not including the recruit academy.
- Hold NFPA 1021 Fire Officer 4.
- Bachelor's degree in an emergency services field from an accredited college or university.
- Master's degree (in any field) preferred, (although degrees in Emergency Management, Fire Administration, or Public Administration preferred).
- National Fire Academy Executive Fire Officer certification preferred.

### **Fire/Injury Prevention and Investigations**

#### **Fires by Cause - 2022**

Total Structure Fires	113
Accidental	21
Incendiary	12
Electrical	22
Natural	8
Culinary	50

#### **Home Injuries by Cause - 2022**

## **Town of Chestnut Grove & Fire Department Profile**

Falls (Injury Refusal)	59
Falls (Injury Transport)	112
Falls (lift assist)	67
Burns	10
At Structure Fires	6
Tool Injuries	12

### **Prevention Visits - 2022**

<u>Program</u>	<u>Location</u>	<u>Audience</u>
Injury Prevention	Merry Gardens	35 Elderly Adults
Fire Prevention	Legates Elementary	53 Children K-5
Fire Prevention	Open House Sta. 1	156 Contacts

### **Departmental Injuries and Accidents**

Vehicle Collisions	2022	9- 5 injury/ 4 non injury
Bodily injuries	2022	39- mostly strains and sprains – Time lost 3,000 hours
Equipment damage (includes vehicles, gear, and tools)	2022	\$600k
Health/Sick Time Use	2022	Time lost 4,200 hours
Insurance Claims (includes workman's compensation, vehicle, and suits against the department)	2022	4.3 million in claims

### **Emergency Management and Preplanning**

Evacuation Centers

#### **Hotels and Motels**

120 West Sussex Street-6 floors, 400 rooms with backup generator

104 Brennan Avenue-5 floors, 200 rooms

#### **Schools**

Legates Elementary-339 South Turner Street-Capacity for 50 people, kitchen, no backup power

High School-123 South Hutchinson-Capacity for 100 people, kitchen, backup generator

#### **Schools**

106 East Kent Street-Capacity for 50 people, kitchen, backup generator

315 East Wilson-Hypes Street-Capacity for 20 people, kitchen, no backup generator

### **City of Chestnut Grove Resources**

# **Town of Chestnut Grove & Fire Department Profile**

## **Chestnut Grove Police Department**

City Hall is located at 115 Grant Street

26 sworn officers, 4 sergeants, 1 Captain, and a Chief. They have 4 administrative support personnel.

12 vehicles total, with 3 that are 4-wheel drive.

Officers 10-hour shifts of 7a-3p, 3p-11p, and 11p-7a (8 hours on patrol, with an hour before and after), on a 2-2-3 rotating basis. They also have a traffic unit of 3 officers, and a school resource officer for the town's schools.

## **Chestnut Grove 9-1-1 and Emergency Management**

103 E Wilson-Hypes Street

9-1-1 Dispatch Center is staffed 24 hours a day, for Police, Fire, and Ambulance

It is staffed with 2 Police Dispatchers, 2 Fire Dispatchers, 3-4 call takers, and a supervisor.

They have a small communications van capable of assisting smaller expanding incidents, with support available through Kirkwood City with a larger, interoperable communications truck.

Emergency Management is staffed by a part time Emergency Operations Coordinator (EOC), with support staff of mainly volunteers. They make up the Local Emergency Planning Committee (LEPC) who works with the department on preplanning.

## **Chestnut Grove Department of Public Works**

42 workers

6 supervisors

3 tractors of the 7500 series that are 4-wheel drive.

3 dump trucks with snowplows

3 Case 580k backhoes

4 trash trucks with snowplows

4 4-wheel drive pickups, 2 with snowplows

1 sewer vacuum truck

2 bucket trucks

1 pole setter

3 portable generators (80 kw) on trailers

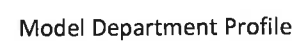
# Town of Chestnut Grove & Fire Department Profile

## Chestnut Grove City Map and Quadrant Maps





**TOWN OF  
CHESTNUT GROVE**  
N E QUADRANT











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# National Certification Candidate Handbook



1641 Chestnut Grove Road  
Dover, Delaware 19904  
302-739-4773

Follow us on



Fire Officer 3  
NFPA 1021-2020