



Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 29, 2024
RE: Agenda Item Topic: **Fire Lieutenant Eligibility List**
General Ledger #: N/A
Number of Supporting Documents: 4
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the establishment of a Fire Lieutenant promotional eligibility list.
- Motion to approve amended Hamburg Township Public Safety SOP# 400-09: *Fire Lieutenant Job Description*.
- Motion to approve amended Hamburg Township Public Safety SOP# 200-15: *Part-Time Promotional Process*.
- Motion to amend the Hamburg Township Salary Step Progression Plan to include the position of Fire Lieutenant in Grade 6 of the salary structure.

Background

On August 6, 2024, the voters of Hamburg Township approved a 2.25 millage for Fire Services. This millage is an increase from the 1.75 millage approved in 2016 (and rolled back in 2023 to 1.6544). The primary justification given to the residents for this increase was to hire 6 additional full-time fire personnel in order to address part-time staffing issues and to meet the demands of increased call volume and increased multiple calls. The 6 additional full-time personnel would be used to ensure staffing at both fire stations 24/7.

The residents of Hamburg Township have spoken through their vote, and I am respectfully requesting to move forward with the process to establish a promotional eligibility list for the position of full-time Lieutenant. It is the belief of the Fire Command staff that there are a sufficient number of internal candidates within Hamburg Township Fire to fill these 6 positions.

It is recommended that the full-time Lieutenant be placed in Grade 6 of the Hamburg Township Salary Step Progression Plan.



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



This matter was brought before the Public Safety Committee on August 27, 2024 and it was their unanimous recommendation to move forward with establishing a Fire Lieutenant promotional eligibility list with the intent of promoting 6 full-time Fire Lieutenants.

Attached is Hamburg Township Public Safety SOP# 400-09: *Fire Lieutenant Job Description*. Also attached is amended SOP# 200-15: *Part-time Promotional Process* (the promotional process for part-time Lieutenant has been removed).

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Fire Lieutenant Job Description			No. 400-09
Distribution: FIRE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 400-08 400-09 (7/6/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

JOB TITLE: Fire Lieutenant
(Full-time, Hourly, Non-exempt)

REPORTS TO: Duty Captain

I. JOB SUMMARY

The purpose of the Lieutenant position is to provide operational and administrative command support to the department as directed. The primary job responsibility of the Lieutenant is to respond to all emergencies occurring during their shift and to assume scene command on all incidents unless relieved of that responsibility by a higher authority. Secondary job responsibilities will include coordinating and executing daily training needs, mentoring and developing job skills of part-time officers and firefighters, and ensuring the operational readiness of all department apparatus and equipment.

II. PRIMARY DUTIES AND RESPONSIBILITIES

1. The Lieutenant will be the primary point of contact for the Duty Captains for anything pertaining to the station in which they are assigned, will ensure the continual operational readiness of all equipment and staff that is assigned to their station and will work in conjunction with the Duty Captain for any/all employee related issues pertaining to the staff that work out of their assigned station.
2. Responds with personnel, equipment, and apparatus to fire, rescue, medical, and hazardous materials incidents.
3. Assumes Incident Command until relieved by a superior officer.
4. Inspects, tests, and assures operational readiness of equipment and apparatus. Completes needed documentation and reports essential shortcomings to superior officers in a timely manner.
5. Supervises, and evaluates the performance of subordinate firefighting personnel.
6. Keeps superior officers appraised and appropriately documents any action or event that may require further action.
7. Maintains discipline; makes recommendations for disciplinary action within the

- department's Standard Operating Procedures, employee handbook, and all department directives.
8. Reviews injury, accident, and health exposure reports, identifying unsafe work environments or behaviors and taking approved corrective action to prevent reoccurrences.
 9. As an Emergency Medical Technician – Basic (EMT-B), provides emergency medical services as required and performs light to heavy rescue functions at emergencies.
 10. Performs fire prevention activities, company level inspections as assigned and participates in public education for employees and groups in the community.
 11. Assists in the preparation of after-action alarm reports, as well as additional staff reports that support the mission of the department, create and foster effective working relationships in the department among all ranks and with other departments and employees.
 12. Conducts themselves in accordance with the department's code of conduct and displays the attributes of a firefighter with integrity on and off duty.
 13. Creates and fosters effective working relationships within the department among all ranks and with other departments.
 14. Demonstrates the ability to relate interpersonally and to communicate orally and in writing. This may include performing needs assessments and conducting research.
 15. Demonstrates the ability to evaluate employee potential, encourages professional development, and provides mentoring to subordinate staff.
 16. Utilizes evaluative methods, to delegate authority, organize plans and ensure corrective measures are in place. Actively assists in carrying out the roles and responsibilities of the firefighter as needed.
 17. Attends meetings, conferences and training sessions as may be necessary to keep current on technical standards and supervisory expertise.
 18. Performs a wide range of administrative and operational tasks as may be delegated or assigned by the superior officers.

III. JOB-RELATED QUALIFICATIONS

Knowledge of:

1. Principles of supervision.
2. Time and project management.
3. Basic fundamentals of human resource management.
4. Writing, typing and computer skills necessary for the creation and compilation of various documents, communications and reports.
5. Techniques and equipment used in modern firefighting, emergency medical services, protection of life and property, and fire prevention.
6. Building construction related to firefighter safety
7. Emergency medical services and rescue practices.
8. Incident command practices and principles.

Ability to:

1. Understand, interpret and act in accordance with department Standard Operating Procedures, Township Employee Manual and department directives and

- demonstrate skills in applying these toward specific situations.
2. Direct fire personnel and companies at fire scenes, hazardous materials incidents and medical and rescue situations.
 3. Assist in the supervision and management of the department.
 4. Give and accept constructive criticism as appropriate during emergency and nonemergency situations, so as to promote continuous learning and improvement for the organization and the individual.
 5. Receive and carryout orders and/or assignments as may be given by a superior officer.

IV. ESSENTIAL JOB REQUIREMENTS

1. Successfully complete physical examination as required by department and Township policy.
2. Ability to maintain membership on a Special Response Team.
3. Possess physical strength, endurance, agility; must participate and successfully complete the department Agility Test per policy.
4. Produce extreme effort and energy for periods of time in highly stressful situations.
5. Apply knowledge of the streets, water sources, building complexes, and the community.
6. Provide appropriate instruction to personnel in both classroom and field applications of the principles of fire control and emergency medical services.
7. Capable of providing for the safety and welfare of others.
8. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 150 lbs.; exposure to cold, heat, extreme noise, outdoors confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards and explosive materials.
9. Attend meetings both on and off-duty as assigned and performs public speaking on behalf of Hamburg Township Fire.

V. MINIMUM EDUCATION AND EXPERIENCE

Education:

1. Graduation from high school or GED equivalent.
2. An Associate Degree in Fire Science or related field is highly desirable.

Minimum Experience:

1. Five (5) or more years of fire service experience.
2. Member in good standing with Hamburg Township Fire.

VI. LICENSES, CERTIFICATIONS, REGISTRATIONS

1. Possession of a Michigan driver's license with an acceptable driving record as prescribed by this department.
2. State of Michigan Fire Fighter I & II with Hazmat Operations.
3. EMT-Basic, or higher, license in the State of Michigan.
4. Pre-Hospital Trauma Life Support (PHTLS) Certificate.
5. Blue Card certification.

6. Must obtain Fire Instructor I within one year of appointment.
7. Must obtain Fire Officer I and Fire Officer II within one year of appointment.

WORKING CONDITIONS:

1. Work involves travel to various locations throughout the Township with exposure to bodily injury, hazardous materials, adverse weather, fumes, odors and the like at emergency scenes.
2. On-call availability to handle work problems, respond to emergency situations, etc. at all hours is required.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Part-Time Promotional Process			No. 200-15
Distribution: FIRE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: HTFD 200-15 (8/8/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to establish a process for the promotion of fire personnel to the rank of part-time Sergeant.

II. POLICY

It is the policy of the Hamburg Public Safety Department to select the most qualified firefighter candidates for promotion to the rank of Sergeant.


III. PROCEDURES

- A. When a vacancy or anticipated vacancy occurs for the rank of Sergeant, the Director of Public Safety shall commence a promotional examination process pursuant to this policy in order to establish a promotional eligibility list for the position.
- B. Notice of the promotional examination process shall be posted to all fire personnel via their email address on record at least 10 days before the deadline for applying for the position.
- C. The posting for the promotional examination process shall at a minimum contain the following information:
 - 1. Position being tested for.
 - 2. Date of posting.
 - 3. Minimum eligibility to apply.
 - 4. Components of the examination process and scoring methodology.
 - 5. Application process.
 - 6. Application deadline (date and time).
 - 7. Bibliography of reference materials for questions on written exam, if applicable.
- D. The promotional examination process for Sergeant shall consist of the following:
 - 1. Written Examination. The written examination shall consist of 100

multiple choice questions taken from reference materials relevant to the position being tested. Candidates must obtain a minimum score of 70% on the written examination to continue on in the promotional process. The written examination shall count for 30% of the candidate's final cumulative score.

2. Oral Interview. The Oral Interview board shall consist of at least three officers from fire departments/authorities outside of the department. Oral Interview shall count for 30% of the candidate's final cumulative score.
 3. Operational Practical. The Practical examination segment shall be administered by at least three officers having the rank of Lieutenant or above from within the department. The Practical shall count for 40% of the candidate's final cumulative score.
- E. At the conclusion of the examination process the Director of Public Safety shall establish an eligibility list for the position by rank ordering the candidates who successfully completed the process.
 - F. The eligibility list shall remain in effect for two years from the date of establishment.
 - G. In the event of ties, candidates shall be listed in order of department seniority on the eligibility list.
 - H. For all promotions, the Director of Public Safety shall recommend personnel for promotion based solely on the eligibility list beginning with the highest scoring candidate and working down the list in descending order.
 - I. The Township Board must approve all promotions.
 - J. Nothing in this policy shall be construed as requiring the department or Township Board to fill any line officer vacancies or anticipated vacancies through promotion, whether an eligibility list is established or not, and the Township Board reserves its right to determine the organizational structure of the department.

Issued by:



Richard Duffany
Director of Public Safety

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HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
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Distribution: FIRE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: HTFD 200-15 (8/8/22)	MLEAC Standard(s): N/A
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I. PURPOSE

The purpose of this policy is to establish a process for the promotion of fire personnel to ~~part-time line officer positions.~~ the rank of part-time Sergeant.

II. POLICY

It is the policy of the Hamburg Public Safety Department to select the most qualified firefighter candidates for promotion to ~~part-time line officer positions within the department.~~ the rank of Sergeant.

III. PROCEDURES

- ~~A. Part-time line officer positions within the department consist of the ranks of Sergeant and Lieutenant.~~
- B. When a vacancy or anticipated vacancy occurs ~~in a part-time line officer position,~~ for the rank of Sergeant, the Director of Public Safety shall commence a promotional examination process pursuant to this policy in order to establish a promotional eligibility list for the position.
- C. Notice of the promotional examination process shall be posted to all fire personnel via their email address on record at least 10 days before the deadline for applying for the position.
- D. The posting for the promotional examination process shall at a minimum contain the following information:
 - 1. Position being tested for.
 - 2. Date of posting.
 - 3. Minimum eligibility to apply.
 - 4. Components of the examination process and scoring methodology.
 - 5. Application process.
 - 6. Application deadline (date and time).
 - 7. Bibliography of reference materials for questions on written exam, if applicable.
- E. The promotional examination process for Sergeant shall consist of the

following:

1. Written Examination. The written examination shall consist of 100 multiple choice questions taken from reference materials relevant to the position being tested. Candidates must obtain a minimum score of 70% on the written examination to continue on in the promotional process. The written examination shall count for 30% of the candidate's final cumulative score.
2. Oral Interview. The Oral Interview board shall consist of at least three officers from fire departments/authorities outside of the department. Oral Interview shall count for 30% of the candidate's final cumulative score.
3. Operational Practical. The Practical examination segment shall be administered by at least three officers having the rank of Lieutenant or above from within the department. The Practical shall count for 40% of the candidate's final cumulative score.

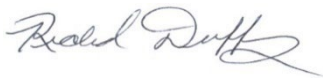
~~F. The promotional examination process for LIEUTENANT shall consist of the following:~~

- ~~1. Written Examination. The written examination shall consist of 100 multiple choice questions taken from reference materials relevant to the position being tested. Candidates must obtain a minimum score of 70% on the written examination to continue on in the promotional process. The written examination shall count for 50% of the candidate's final cumulative score.~~
- ~~2. Oral Interview. The Oral Interview board shall consist of at least three officers with a rank of Captain or higher from within the department. The Oral Interview shall count for 50% of the candidate's final cumulative score.~~

- G. At the conclusion of the examination process the Director of Public Safety shall establish an eligibility list for the position by rank ordering the candidates who successfully completed the process.
- H. The eligibility list shall remain in effect for two years from the date of establishment.
- I. In the event of ties, candidates shall be listed in order of department seniority on the eligibility list.
- J. For all promotions, the Director of Public Safety shall recommend personnel for promotion based solely on the eligibility list beginning with the highest scoring candidate and working down the list in descending order.

- K. The Township Board must approve all promotions.
- L. Nothing in this policy shall be construed as requiring the department or Township Board to fill any line officer vacancies or anticipated vacancies through promotion, whether an eligibility list is established or not, and the Township Board reserves its right to determine the organizational structure of the department.

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Director of Public Safety

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HAMBURG TOWNSHIP
SALARY STEP PROGRESSION PLAN
10 STEPS, 2.5% STEPS DIFFERENTIALS, 24.9% RAND WIDTHS, 10% GRADE DIFFERENTIALS
Scale as of July 1, 2024: ECI is 5%
Board approved June 18, 2024

GRADE	POSITION	HOURLY AND SALARY RANGES									
		Steps 1	Steps 2	Steps 3	Steps 4	Steps 5	Steps 6	Steps 7	Steps 8	Steps 9	Steps 10
1	Grounds Maintenance I Senior Center Program Assistant	36,371.33	37,280.61	38,212.63	39,167.94	40,147.14	41,150.82	42,179.59	43,234.08	44,314.93	45,422.80
		17.49	17.92	18.37	18.83	19.30	19.78	20.28	20.79	21.31	21.84
2	Custodian Receptionist/Elections Assistant Treasurer's Assistant	40,008.58	41,008.80	42,034.01	43,084.87	44,161.99	45,266.04	46,397.69	47,557.63	48,746.57	49,965.23
		19.23	19.72	20.21	20.71	21.23	21.76	22.31	22.86	23.44	24.02
3	Code Enforcement Ground Maintenance 2 Videographer	44,009.21	45,109.44	46,237.17	47,393.10	48,577.93	49,792.38	51,037.19	52,313.12	53,620.94	54,961.47
		21.16	21.69	22.23	22.79	23.35	23.94	24.54	25.15	25.78	26.42
4	Administrative Assistant - Fire Administrative Assistant - Police Building & Grounds Supervisor Clerk/Elections Assistant Senior Treasurer's Assistant Planning and Zoning Coordinator Treasurer's Clerk	48,410.70	49,620.97	50,861.49	52,133.03	53,436.36	54,772.27	56,141.57	57,545.11	58,983.74	60,458.33
		23.27	23.86	24.45	25.06	25.69	26.33	26.99	27.67	28.36	29.07
5	Accounting Specialist Elections Clerk/ Coordinator Administrative Assistant Supervisor - Police Parks & Recreation Coordinator/Grant Coord. DPW Technician	53,251.65	54,582.94	55,947.52	57,346.21	58,779.86	60,249.36	61,755.59	63,299.48	64,881.97	66,504.02
		25.60	26.24	26.90	27.57	28.26	28.97	29.69	30.43	31.19	31.97
6	Senior Center Program Director	58,576.36	60,040.77	61,541.79	63,080.33	64,657.34	66,273.78	67,930.62	69,628.89	71,369.61	73,153.85
		28.16	28.87	29.59	30.33	31.09	31.86	32.66	33.48	34.31	35.17
7	Deputy Clerk Deputy Treasurer IT Coordinator Fire Captain Information Assistant Accounting/Benefits Coordinator	64,433.66	66,044.50	67,695.61	69,388.00	71,122.70	72,900.77	74,723.29	76,591.37	78,506.16	80,468.81
		30.98	31.75	32.55	33.36	34.19	35.05	35.92	36.82	37.74	38.69
8	Fire Marshall Utilities & Special Projects Coordinator Plant Operator B	70,876.91	72,648.83	74,465.05	76,326.68	78,234.85	80,190.72	82,195.49	84,250.37	86,356.63	88,515.55
		34.08	34.93	35.80	36.70	37.61	38.55	39.52	40.50	41.52	42.56
9	Deputy Fire Chief Plant Operator A	77,965.18	79,914.31	81,912.16	83,959.97	86,058.97	88,210.44	90,415.70	92,676.10	94,993.00	97,367.82
		37.48	38.42	39.38	40.37	41.37	42.41	43.47	44.56	45.67	46.81
10	Planning & Zoning Director DPW Superintendent	85,760.89	87,904.91	90,102.54	92,355.10	94,663.98	97,030.58	99,456.34	101,942.75	104,491.32	107,103.60
		41.23	42.26	43.32	44.40	45.51	46.65	47.82	49.01	50.24	51.49
11	Deputy Police Chief/Deputy Public Safety Director Director of Accounting Director of Technical Services & Utilities Fire Chief/Deputy Public Safety Director	94,337.89	96,696.34	99,113.75	101,591.59	104,131.38	106,734.66	109,403.03	112,138.11	114,941.56	117,815.10
		45.35	46.49	47.65	48.84	50.06	51.31	52.60	53.91	55.26	56.64
12	Police Chief/Public Safety Director	103,771.11	106,365.39	109,024.52	111,750.14	114,543.89	117,407.49	120,342.68	123,351.24	126,435.02	129,595.90