

EMERGENCY MANAGER

DEFINITION

Under administrative direction, plans, organizes, implements, monitors and evaluates the Lincoln County Emergency Management Program to provide for the safety and protection of people and property; provides direction during disaster or emergency situations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position is a single position as manager and department head with responsibility to plan, organize, implement, monitor, and evaluate the Lincoln County Emergency Management Program. An employee in this class exercises independent judgment on diverse and specialized situations and projects throughout the County.

EXAMPLES OF DUTIES

1. Plan, develop, coordinate, and implement a variety of emergency/disaster plans.
2. Engage in partnerships with cooperating public and private agencies to enhance emergency preparedness, response, recovery and mitigation.
3. Assist the schools, business community and local industry with the development of emergency, crisis and disaster plans.
4. Plan, coordinate, and conduct emergency and disaster training.
5. Plan, coordinate, and conduct emergency and disaster exercises.
6. Develop, recommend and interpret Federal, State and County emergency response and recovery and homeland security laws, policies, rules and regulations.
7. Develop and administer grants in the areas of emergency preparedness, emergency management and homeland security.
8. Develop goals, objectives, priorities and standards for the establishment and implementation of disaster warning systems and disaster care programs.
9. Plan, coordinate, purchase and maintain inventories of critical resources.
10. Develop plans, procedures for media relations and the release of public information during emergencies/disasters.
11. Develop informational packets for the release information during an emergency/disaster.
12. Provide emergency preparedness and homeland security information materials for public, business and government agencies.
13. Represent the Emergency Management Program and where appropriate the Board of County Commissioners, explaining policies and goals to the public, elected officials and other government agencies.
14. Coordinate cooperative response agreements for the sharing of emergency response resources between jurisdictions.
15. Develop and administer the Emergency Management Program budget.
16. Ensure that personnel assigned to perform duties and responsibilities in emergency management situations do so in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on the job injury.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

1. Principles and practices of emergency management, including: emergency preparedness, emergency response, disaster recovery, and hazard mitigation.
2. Functional responsibilities and capabilities of public and private organizations in emergency response, public relief and disaster recovery programs.

3. Federal, State and local laws, codes and regulations applicable to Lincoln County emergency management programs.
4. Emergency Management Grant programs and processes, including programs administered by the Federal Emergency Management Agency (FEMA), the Department of Homeland Security/Office of Domestic Preparedness (DHS/ODP), the State Emergency Response Commission (SERC) and other emergency management grant programs.
5. Hazard/risk/vulnerability assessment concepts including a basic understanding of the potential for specific emergencies/disasters to occur in Lincoln County.
6. National Incident Management System (NIMS) including the principles and practices of the Incident Command System as applied in a County Emergency Operations Center (EOC) and field incident command environments.
7. Principles and practices of budget preparation, financial program management, record keeping, accounting, and purchasing procedures.
8. Principles and practices associated with managing an adult training program management, including planning, coordinating and conducting adult education for emergency responders (law enforcement, fire, EMS, hazardous materials, public works, and emergency management).
9. Licensing, credentialing and/or certification and continuing education requirements for emergency responders (law enforcement, fire, EMS, hazardous materials, public works, and emergency management).
10. Concepts, principles and practices associated with managing a comprehensive emergency/disaster drill and exercise, including: exercise design; exercise evaluation; the corrective action process; and state and federal compliance issues.

Ability to:

1. Respond to the scene of major emergencies or the Lincoln County Emergency Operations Center as needed 24 hours a day and seven days a week.
2. Assume emergency command or coordination roles as appropriate.
3. Plan, advocate, coordinate and direct the Lincoln County Emergency Management Program to achieve established goals and maximize efficiency and effectiveness.
4. Evaluate operational or emergency preparedness problems or situations, develop sound conclusions and make effective decisions and/or recommendations.
5. Maintain cooperative and productive working relationships with County management staff, elected officials, the general public and representatives of other public and private agencies.
6. Interpret, understand and apply technical reports, statutes, rules and regulations.
7. Communicate effectively both orally and in writing.
8. Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.
9. Develop and administer the Emergency Management Program budget.
10. Make presentations and represent the Lincoln County Emergency Management Program in various public forums such as County Commission meetings, other public meetings, press conferences, etc.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, or a closely related field, and two years of emergency management program experience.

OR

An equivalent combination to the above in training and experience.

SPECIAL REQUIREMENTS

Physical Demands

Corrected hearing and vision to normal range. Verbal communication ability. Ability to sit for extended periods of time. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 50 lbs. Ability to use computers, copiers, fax machines, telephones, radio equipment and audio-visual equipment. Ability to drive a variety of county vehicles. Ability to engage in regular contact with other staff and the public. Ability to work in

office environments, and in field environments during actual emergencies/disasters, response drills and exercises. Field work may be required during any time of day and under all possible weather conditions.

WORKING CONDITIONS:

Work in outdoor and indoor environments with intermittent to frequent exposure to a variety of extreme weather conditions including heat, rain, snow, cold, wind, and dust. Occasional work in confined areas. Work is typically performed independently.

FLSA STATUS: Non-exempt or Exempt.

Lincoln County Fire Chief

This is a single position and head of department with the responsibility to plan, organize, monitor, evaluate, develop and implement policies and procedures of the Lincoln County Fire Protection District. Monitor and evaluate the County Fire District to provide for the protection and safety of the people and property. Provide direction and management during a fire, coordinate with and organize mutual aid responding agencies.

Description:

Administer the activities of the Lincoln County Fire District. Answer to the governing board, Lincoln County Fire District board of directors. Manage response activities in all areas of Lincoln County Fire District.

Duties:

Develop a budget.

Establish rapport with citizens of general county.

Establish mutual aid agreements with the existing 4 volunteer fire departments.

Establish and maintain mutual aid agreements with the Nevada Division of Forestry.

Establish and maintain mutual aid agreements with the BLM.

Establish and maintain mutual aid agreements with the private sector cooperators.

Manage plans to provide fire protection and suppression in all areas of general county.

Purchase needed fire protection equipment to be positioned in various areas.

Inspect and maintain equipment and apparatus.

Maintain and track equipment inventories.

Assist and oversee building maintenance.

Coordinate recruitment.

Plan and provide a training program.

Respond to all emergencies, EMS, wild fire, structure fire and vehicle accidents in general county.

Inform the public about open burning policies.

Establish public awareness programs and provide fire safety information.

Supervise and evaluate any staff hired on.

Requirements:

Fire officer II certification through Nevada State Fire Marshal's office or equivalent, or Fire Officer I certification with past experience and knowledge.

Fire instructor I certification.

EMT level EMS certification or minimum of First Responder certification.

Fire Fighter II certification.

Knowledge of fire behavior and suppression actions.

NIMS 700,800 and ICS 100, 200 certification.

Nevada drivers license with appropriate endorsements for overweight and water tender operation.

Able to do strenuous activities in hazardous environments and conditions.

Ability to make decisions in stressful situations.

Able to train and work with the public.

Knowledge of budget practices.

**LINCOLN COUNTY
FIRE PROTECTION DISTRICT
OPERATING PLAN**

1. Purpose & Organization

- 1.1. The purpose of the Lincoln Co. Fire Protection District (LCFPD) is:
 - 1.1.1. To provide emergency response to all areas of Lincoln County that are not provided this service by existing districts.
 - 1.1.2. To fulfill Lincoln County's obligation to its tax payers to provide emergency services to all the residents of Lincoln County.
- 1.2. By forming a fire district the responsibility of fire protection will be placed with the fire district which will be governed by a board of fire commissioners.
- 1.3. The LCFPD shall have a chief operating officer, full or part time, who is responsible to the Board of Fire Commissioners.
- 1.4. In times of the chief officer's absence a duty officer should be appointed, by the chief officer, to assume control of the LCFPD in case of emergency.
 - 1.4.1. This duty officer may be volunteer or paid and must have a working knowledge of the operating plan and will be responsible to the LCFPD chief officer.
- 1.5. The jurisdiction of the LCFPD shall be all private and county owned land within the boundaries of Lincoln County and shall not encompass or take in any federal or state lands which are within the jurisdiction of any federal or state agencies.
- 1.6. Mutual aid agreements will be put in place with those agencies to insure that all lands and property and the interests of all parties, public and private, are protected.
- 1.7. The day to day operation of the district will be defined in standard operating procedures developed specifically for the operation of the District.
- 1.8. The Standard Operating Procedures will be reviewed, revised and updated each year. In this way we can insure that the district and all of its plans will

remain current, up to date and able to respond to the changing world that it is a vital part of.

2. Funding and Equipment

- 2.1. The district will be funded by a new fire tax and will not affect the incorporated city of Caliente, although the city of Caliente fire department will play an important role as a mutual aid partner with LCFPD.
- 2.2. Included in the budget will be monies set aside in a special fund, as required by law, for catastrophic events. The budget will work in conjunction with a plan to build a district that will have the goal of being self sufficient and will strive to achieve these objectives as reasonably soon as possible.
- 2.3. Budgets should be projected over a five year period and should take into account short and long range goals such the acquisition of apparatus, out lying stations, equipment, training reimbursement to cooperating fire districts and departments for fuel, repairs to equipment and apparatus for damage sustained while responding to or operating on LCFPD incidents, and, in time, reimbursement for the use of apparatus or equipment on LCFPD incidents.
- 2.4. The District shall enter into cooperative agreements with all existing districts within the county to provide equipment for the operation of the district.
 - 2.4.1. These agreements shall include:
 - 2.4.1.1. Equipment available
 - 2.4.1.2. Response areas
 - 2.4.1.3. Callout procedures
 - 2.4.1.4. Emergency contacts
 - 2.4.1.5. Minimum personnel requirements.
- 2.5. The Lincoln Co. Fire Protection District, (LCFPD), will respond to all emergency incidents, whether natural or man made, which occur within the boundaries of that district and require the emergency services that are available in the district.
 - 2.5.1. These emergency services include, but are not limited to,
 - 2.5.1.1. FIRE
 - 2.5.1.2. EMS
 - 2.5.1.3. Haz Mat
 - 2.5.1.4. WMD Response
 - 2.5.1.5. Vehicle Accidents

2.5.2. Vehicle accident shall include vehicle/pedestrian, accidents involving off road vehicles or motorcycles on or off state, county or private roads, which occur in areas of Lincoln County not in the jurisdiction of other existing fire districts.

3. Call Out/Notification Protocol

- 3.1. Upon notification of an emergency incident by the Lincoln County 911 dispatch center the Chief officer of the LCFPD or the designated duty officer for the day will advise the county dispatch center as to what apparatus and/or equipment will be needed at the scene of the emergency and the county dispatch center will dispatch that apparatus and/or equipment.
- 3.2. Pre-Fire plans shall be developed for all areas of the LCFPD and resources will be dispatched in accordance with those plans. It is the responsibility of the chief officer of the LCFPD to ensure that the pre fire plans are developed in a timely manner and are kept up to date.
- 3.3. Notifications of emergency incidents that may threaten state or federal lands will be made to the appropriate state or federal agencies and will be at the direction of the ranking LCFPD officer or the incident commander, (ie: BLM, NDF, etc.)

4. Communications

- 4.1. The ability to communicate with resources on and off the fire ground is a top priority for LCFPD and a COMO plan must be outlined as a separate and specific portion of the Standard Operating Procedures.
- 4.2. This plan should include frequencies of the most commonly used channels along with the primary channel to be used by LCFPD.
 - 4.2.1. These frequencies will be provided to all cooperating districts and department as well as any state or federal agencies that may be involved in any response procedures.
- 4.3. Channels such as Lincoln Co. Mutual Aid, White Fire 1, 2 & 3, LCSO, Nv. Mutual Aid etc. should be used to the extent possible..

5. Incident Command

- 5.1. The incident command system shall be utilized on all LCFPD incidents.

- 5.2. Upon arrival incident command will be established by the primary responding district or department regardless of the size or complexity of the incident.
 - 5.2.1. At a minimum the incident will be named and the commander will be identified.
 - 5.3. Whenever multiple jurisdictions are involved, (BLM, NDF, White Pine CO, etc.), a unified command system will be established in order to insure that command & control of the incident will be maintained.
 - 5.4. A roster will be provided to LCFPD and all participating agencies/departments which will consist of all qualified incident commanders from those districts or departments providing mutual aid to LCFPD and will be updated as necessary.
 - 5.5. The senior officer or firefighter of the primary responding district or department shall assume command and may be relieved by a more qualified commander upon arrival on the scene of the incident.
6. Pre-Fire Planning
- 6.1. Pre-Fire plans shall be formulated by LCFPD for all private and county lands within the jurisdiction of the LCFPD.
 - 6.1.1. These plans will be made available to all participating districts and departments and will be maintained by LCFPD.
 - 6.2. Areas of responsibility for each mutual aid district or department will be established.
 - 6.3. Primary and secondary responding districts and departments will be designated in the pre-fire plan.
 - 6.3.1. The primary district or department will be the one with the shortest travel time to the scene of the incident.
 - 6.3.2. The secondary district or department will be the next closest and may consist of apparatus or equipment from more than one district or department.
 - 6.4. Apparatus will be dispatched in such a manner as to ensure that no district will be stripped of all of its apparatus or equipment and will maintain the ability to respond to emergencies in that district.

- 6.5. Staging apparatus or placing apparatus "on standby" will be accomplished in the same manner as described above and will be at the direction of the Chief LCFPD officer or the duty officer of the day in accordance with the pre-fire plan whenever it becomes necessary, (ie: threatening weather, natural disasters, extreme or threatening fire behavior, etc.)
- 6.6. Each cooperating mutual aid district or department will provide a list of apparatus and equipment that can respond to LCFPD incidents, including vehicle accidents.
 - 6.6.1. This list should insure that adequate protection will remain in that district or department.
- 6.7. The need for "OFF DISTRICT" resources will be agreed upon by the incident command, or unified command, and the designated county representative, at the time of the emergency.
- 6.8. The Office of Emergency Management in conjunction with the Board of Fire Commissioners will be informed and shall be responsible to make all necessary notifications and to insure that the necessary protocol is followed.
- 6.9. Water sources will be located or established through out the LCFPD and agreements between the owners of such water sources and LCFPD for the use of water in times of emergency will be put in place.
 - 6.9.1. Where no water source can be located LCFPD will endeavor to establish one if possible.
- 6.10. Ingress and egress to all lands within the jurisdiction of LCFPD shall be mapped and made available to all responding resources in order to maintain the safety of all personnel and equipment that may respond.

Lincoln Co. Fire Protection District

Plans:

- A: Create a mission statement
- B: Map of the county district including existing 474 districts of Pioche, Panaca, Caliente and Alamo
- C: Create a mutual aid plan between the 4 existing fire districts and the new county fire district by which areas of responsibility are created for each department and plans are formulated for appropriate response
- D: Call out protocols...who will activate the system and make the decisions as to what equipment to send, what equipment will be placed on standby and where etc.
- E: Assess the need for a county dispatch center and where
- F: Formulate a plan to insure that the Incident Command System will be established at every incident, no matter how small, and that qualified Incident Commanders are utilized.
- G: Establish a training program and make it available to all firefighters from the command level to the entry level
- H: Logistics, (apparatus, supplies, finance), must be considered and allowed for in the budget whether at the outset or at some time in the near future in order to insure our mutual aid partners that the county intends to lend as much support as is possible
- I: The need to acquire apparatus and equipment needs to be addressed in a reasonable amount of time so as to ensure the cooperating districts that the plan will go forward as quickly as possible
- J: The need to build county fire stations at some time in the future, however distant that may be, should be discussed and planned for at the beginning. The location of these stations,(Mt. Wilson, Highland Knolls, Ursine), should be part of that discussion so that our citizens can be made aware that their best interests are being considered

Lincoln Co. Fire Protection District

Operating Plan

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The LCFPD should have a chief operating officer, full or part time, who is responsible to the Board of Fire Commissioners. In times of the chief officer's absence a duty officer should be appointed, by the chief officer, to assume control of the LCFPD in case of emergency. This duty officer may be volunteer or paid and must have a working knowledge of the operating plan and will be responsible to the LCFPD chief officer.

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Lincoln County Fire Protection District

Mission Statement

The mission of the Lincoln County Fire Protection District is to provide for the life safety of all persons and to render aid whenever and wherever needed. To protect all private and county lands and property within the County of Lincoln from natural and human caused threats that are not protected by existing fire districts and to enhance the quality of life for all the citizens of Lincoln County.