

OVERVIEW OF THE

**UNIVERSITY COUNTY FIRE & EMERGENCY SERVICES (UCFES)**

University County Fire & Emergency Services  
 400 Higher Education Drive  
 Forest City, IA 50436

Telephone: (514) 911-0129

County Demographics:

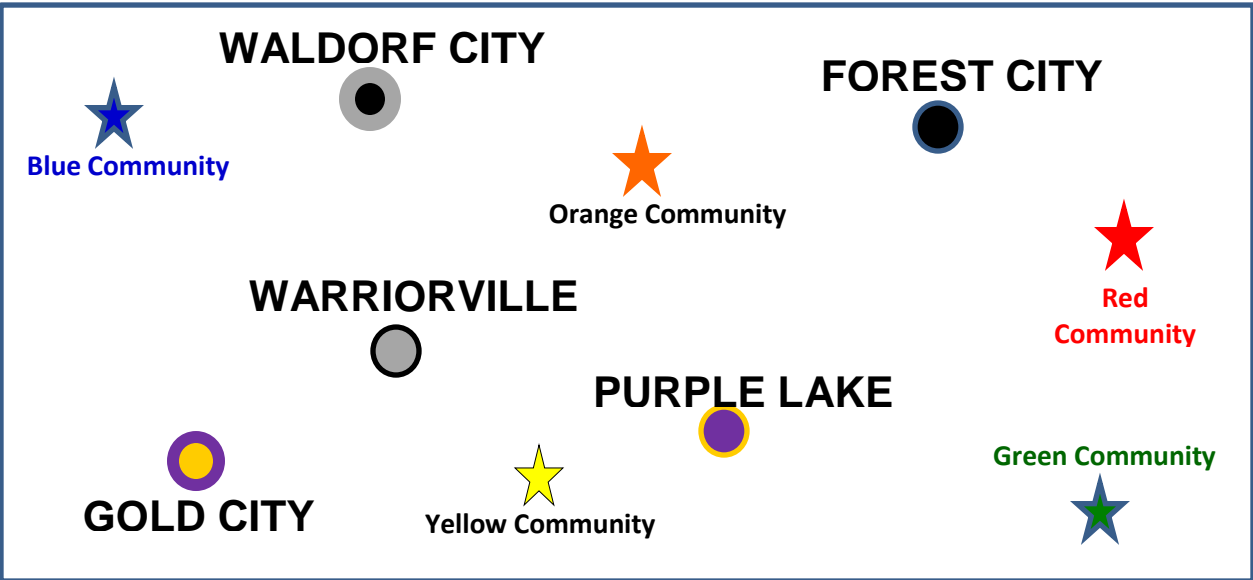
The county has 51,974 residents.

Population estimates base	51,974
Population, percent change over past two years	3.0%
Persons under 5 years, percent	8.0%
Persons under 18 years, percent	21.0%
Persons 65 years and over, percent	30.0%
Female persons, percent	51.0%
Male persons, percent	49.0%
White persons, percent	46.0%
Black persons, percent	28.0%
American Indian and Alaska Native persons, percent	1.0%
Asian persons, percent	3.0%
Native Hawaiian and Other Pacific Islander, percent,	1.0%
Persons reporting two or more races, percent,	5.0%
Persons of Hispanic or Latino origin, percent,	16.0%
Living in same house 1 year & over, percent,	75.0%
Language other than English spoken at home, percent age 5+	20.0%
High school graduate or higher, percent of persons age 25+	75.0%
Bachelor's degree or higher, percent of persons age 25+	15.5%
Veterans	30.0%
Housing units	33,300
Homeownership rate	32.6%
Housing units in multi-unit structures, percent,	24.9%
Median value of owner-occupied housing units	\$115,500
Households	25,612
Persons per household	3.1
Per capita money income in the past 12 months	\$19,643
Median household income	\$41,387
Persons below poverty level, percent	21.8%

University County has 51,974 residents.

<b>INCORPORATED CITIES</b>	<b>UNINCORPORATED COMMUNITIES</b>
Forest City, IA (population 16,015)	Blue Community (population 1,058)
Waldorf City, IA (population 12,712)	Red Community (population 760)
Warriorville, IA (population 8,892),	Yellow Community (population 958)
Purple Lake, IA (population 5,939)	Orange Community (population 187)
Gold City, IA (population 4,215)	Green Community (population 1,238)

# UNIVERSITY COUNTY, IOWA



The county has 51,974 residents, five incorporated cities, five communities, 12 fire stations, 61 full-time personnel, and 149 volunteer personnel.

## University County Fire and Emergency Services

The department was implemented in 2014. Prior to this, the fire departments in the individual cities and communities operated separately. This “merger” was done as a proactive measure. The population of the county is expected to increase by 18% over the next 10 years.

The department is led by the Director of Fire and Emergency Services. There are two Assistant Chiefs (one full-time and the other volunteer). The full-time Assistant Chief provides leadership for all career personnel, volunteer administrative assistants, and volunteer Community Risk Reduction personnel. The volunteer Assistant Chief provides leadership for all volunteer suppression/rescue personnel.

The department is seeking to increase community risk reduction efforts throughout the county. All full-time personnel are required to be nationally registered EMT- Basic. All volunteer personnel are required to complete training as Emergency Medical Responder.

The department does not provide transport service for medical emergencies. The county has a contract with a private ambulance service.

Personnel at all stations provide back-up services for all other stations.

# Fire Station #1

## Central Station

### Forest City, IA

<p>Fire Suppression/Rescue Personnel</p>	<p>10- Full Time personnel 24 hour shifts (A, B, &amp; C shifts) 2 Firefighters on duty per shift 1 Lieutenant on duty per shift 1 Captain                     <ul style="list-style-type: none"> <li>▪ On Duty 8 a.m. – 5 p.m. Monday - Friday</li> <li>▪ Supervises all fire suppression/rescue personnel at stations 1 and 2.</li> </ul>                     1 Assistant Chief                     <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday</li> <li>▪ Provides leadership for all fire suppression/rescue personnel at fire stations 1, 2, 3, 4, 5, 6 &amp; 7.</li> </ul> <u>Volunteer Personnel</u>                      1 Captain (reports directly to the Assistant Chief)                      1 Lieutenant                      3 Firefighters</p>
<p>Administration</p>	<p>1 Director of Fire and Emergency Services                     <ul style="list-style-type: none"> <li>▪ Provides leadership to all department personnel and operations.</li> </ul>                     1 Senior Administrative Assistant                     <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday.</li> <li>▪ Provides administrative assistance to the Director and all other department personnel</li> <li>▪ Supervises all volunteer Administrative Assistants.</li> </ul> <u>Volunteer Personnel</u>                      1 Administrative Assistant (works primarily on afternoons and on Saturday)                     <ul style="list-style-type: none"> <li>▪</li> </ul> </p>
<p>Training and Safety</p>	<p>1 Division Chief of Training and Safety                     <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday.</li> </ul>                     1 Senior Training/Safety Officer                     <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday.</li> </ul>                     1 Training/Safety Officer</p>

	<ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday.</li> </ul>
<p>Community Risk Reduction (CRR)</p>	<p>1 full-time Division Chief of Community Risk Reduction</p> <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday.</li> <li>▪ Provides leadership for the overall Community Risk Reduction program</li> </ul> <p>1 full-time Fire Inspector</p> <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday – Friday</li> </ul> <p>1 full-time fire investigator</p> <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday – Friday</li> </ul> <p>1 full-time Community Risk Reduction Specialist</p> <ul style="list-style-type: none"> <li>▪ Supervises all department CRR functions and Volunteer Community Risk Reduction personnel</li> </ul> <p><u>Volunteer Personnel</u></p> <ul style="list-style-type: none"> <li>▪ 5 Assistant Community Risk Reduction Specialists</li> </ul> <p>Work primarily as needed.</p>
<p>Fire Inspection and Code Enforcement</p>	<p>1 Division Chief of Fire Prevention</p> <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday.</li> </ul> <p>1 Senior Training/Safety Officer</p> <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday.</li> </ul> <p>1 Training/Safety Officer</p> <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday - Friday.</li> </ul>

# Fire Station #2

Forest City, IA

<p>Fire Suppression/Rescue Personnel</p>	<p>8- Full Time personnel 24 hour shifts (A, B, &amp; C shifts) 2 Firefighters on duty per shift 1 Lieutenant on duty per shift <u>Volunteer Personnel</u> 1 Captain (reports directly to the Assistant Chief) 1 Lieutenant 3 Firefighters</p>
--	--

# Fire Station #3

Waldorf City, IA

<p>Fire Suppression/Rescue Personnel</p>	<p>9- Full Time personnel 24 hour shifts (A, B, &amp; C shifts) 2 Firefighters on duty per shift 1 Lieutenant on duty per shift 1 Captain                     <ul style="list-style-type: none"> <li>▪ On Duty 8 a.m. – 5 p.m. Monday - Friday</li> <li>▪ Supervises all fire suppression/rescue personnel at stations 3 and 4.</li> </ul> <u>Volunteer Personnel</u> 1 Captain (reports directly to the Assistant Chief) 1 Lieutenant 3 Firefighters                 </p>
<p>Community Risk Reduction Personnel</p>	<p>1 full-time Fire Inspector                     <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday – Friday</li> </ul>                     1 full-time fire investigator                     <ul style="list-style-type: none"> <li>▪ On duty 8 a.m. – 5 p.m. Monday – Friday</li> </ul> </p>

# Fire Station #4

## Waldorf City, IA

Fire Suppression/Rescue Personnel	9- Full Time personnel 24 hour shifts (A, B, & C shifts) 2 Firefighters on duty per shift 1 Lieutenant on duty per shift. <u>Volunteer Personnel</u> 1 Captain (reports directly to the Assistant Chief) 1 Lieutenant 3 Firefighters
---	---

# Fire Station #5

## Warriorville, IA

Fire Suppression/Rescue Personnel	9- Full Time personnel 24 hour shifts (A, B, & C shifts) 2 Firefighters on duty per shift 1 Lieutenant on duty per shift 1 Captain <ul style="list-style-type: none"> <li>▪ On Duty 8 a.m. – 5 p.m. Monday - Friday</li> <li>▪ Supervises all fire suppression/rescue personnel at stations 5, 6 &amp; 7</li> </ul> <u>Volunteer Personnel</u> 1 Captain (reports directly to the Assistant Chief) 1 Lieutenant 3 Firefighters
---	---

# Fire Station #6

Purple Lake, IA

<p>Fire Suppression/Rescue Personnel</p>	<p>6- Full Time personnel                  24 hour shifts (A, B, &amp; C shifts)                  1 Firefighter on duty per shift                  1 Lieutenant on duty per shift  <u>Volunteer Personnel</u>                  1 Captain (reports directly to the Assistant Chief)                  1 Lieutenant                  5 Firefighters</p>
<p>Community Risk Reduction (CRR)</p>	<p><u>Volunteer Personnel</u></p> <ul style="list-style-type: none"> <li>▪ 1 Assistant Community Risk Reduction Specialist</li> <li>▪ Work primarily as needed.</li> </ul>

# Fire Station #7

Gold City, IA

<p>Fire Suppression/Rescue Personnel</p>	<p>3- Full Time personnel                  24 hour shifts (A, B, &amp; C shifts)                  1 Lieutenant on duty per shift  <u>Volunteer Personnel</u>                  1 Captain (reports directly to the Assistant Chief)                  1 Lieutenant                  7 Firefighters</p>
<p>Community Risk Reduction (CRR)</p>	<p><u>Volunteer Personnel</u></p> <ul style="list-style-type: none"> <li>▪ 1 Assistant Community Risk Reduction Specialist</li> <li>▪ Work primarily as needed.</li> </ul>

# Fire Station #8

## Orange Community, IA

Fire Suppression/Rescue Personnel	<p><u>Volunteer Personnel</u></p> <p>1 Assistant Chief</p> <ul style="list-style-type: none"> <li>▪ Provides leadership for all fire suppression/rescue personnel at fire stations 8, 9, 10, 11, &amp; 12</li> </ul> <p>1 Captain (reports directly to the Assistant Chief)</p> <p>4 Lieutenant</p> <p>18 Firefighters</p>
Administration	<p><u>Volunteer Personnel</u></p> <p>1 Administrative Assistant</p> <ul style="list-style-type: none"> <li>▪ Reports directly to the Senior Administrative Assistant.</li> <li>▪ Works primarily on afternoons and on Saturday</li> <li>▪ Provides administrative assistance to the Assistant Chief and all other department personnel</li> </ul>
Community Risk Reduction (CRR)	<p><u>Volunteer Personnel</u></p> <ul style="list-style-type: none"> <li>▪ 1 Assistant Community Risk Reduction Specialists</li> </ul> <p>Works primarily as needed.</p>

# Fire Station #9

## Red Community, IA

Fire Suppression/Rescue Personnel	<p><u>Volunteer Personnel</u></p> <p>1 Captain (reports directly to the Assistant Chief)</p> <p>3 Lieutenant</p> <p>14 Firefighters</p>
Administration	<p><u>Volunteer Personnel</u></p> <p>1 Administrative Assistant</p> <ul style="list-style-type: none"> <li>▪ Reports directly to the Senior Administrative Assistant.</li> <li>▪ Works primarily on afternoons and on Saturday</li> <li>▪ Provides administrative assistance to the Assistant Chief and all other department personnel</li> </ul>
Community Risk Reduction (CRR)	<p><u>Volunteer Personnel</u></p> <ul style="list-style-type: none"> <li>▪ 1 Assistant Community Risk Reduction Specialists</li> </ul> <p>Works primarily as needed.</p>



# Fire Station #10

## Yellow Community, IA

Fire Suppression/Rescue Personnel	<u>Volunteer Personnel</u> 1 Captain (reports directly to the Assistant Chief) 2 Lieutenant 10 Firefighters
Administration	<u>Volunteer Personnel</u> 1 Administrative Assistant <ul style="list-style-type: none"> <li>▪ Reports directly to the Senior Administrative Assistant.</li> <li>▪ Works primarily on afternoons and on Saturday</li> <li>▪ Provides administrative assistance to the Assistant Chief and all other department personnel</li> </ul>
Community Risk Reduction (CRR)	<u>Volunteer Personnel</u> <ul style="list-style-type: none"> <li>▪ 1 Assistant Community Risk Reduction Specialist</li> </ul> Works primarily as needed.

# Fire Station #11

## Blue Community, IA

Fire Suppression/Rescue Personnel	<u>Volunteer Personnel</u> 1 Captain (reports directly to the Assistant Chief) 1 Lieutenant 5 Firefighters
Administration	<u>Volunteer Personnel</u> 1 Administrative Assistant <ul style="list-style-type: none"> <li>▪ Reports directly to the Senior Administrative Assistant.</li> <li>▪ Works primarily on afternoons and on Saturday</li> <li>▪ Provides administrative assistance to the Assistant Chief and all other department personnel</li> </ul>
Community Risk Reduction (CRR)	<u>Volunteer Personnel</u> <ul style="list-style-type: none"> <li>▪ 1 Assistant Community Risk Reduction Specialist</li> </ul> Works primarily as needed.

# Fire Station #12

## Green Community, IA

Fire Suppression/Rescue Personnel	<u>Volunteer Personnel</u> 1 Captain (reports directly to the Assistant Chief) 5 Lieutenant 20 Firefighters
Administration	<u>Volunteer Personnel</u> 1 Administrative Assistant <ul style="list-style-type: none"> <li>▪ Reports directly to the Senior Administrative Assistant.</li> <li>▪ Works primarily on afternoons and on Saturday</li> <li>▪ Provides administrative assistance to the Assistant Chief and all other department personnel</li> </ul>
Community Risk Reduction (CRR)	<u>Volunteer Personnel</u> <ul style="list-style-type: none"> <li>▪ 1 Assistant Community Risk Reduction Specialists</li> </ul> Works primarily as needed.

## BASE SALARIES (full-time personnel)

Director of Fire and Emergency Services	\$75,500
Assistant Chief (2)	\$62,500
Chief of Training and Safety	\$58,800
Chief of Community Risk Reduction	\$58,800
Senior Administrative Assistant	\$34,200
Station Captain	\$46,500
Station Lieutenant	\$36,500
Firefighter	\$26,500
Senior Training/Safety Officer	\$50,500
Training/Safety Officer	\$42,500
Fire Inspector	\$38,000
Fire Investigator	\$38,000
Community Risk Reduction Specialist	\$36,500

NOTE: Volunteer personnel are not paid.

## Fire Department's Diversity Statement

**Definition** - As understood in the workplace today, diversity implies differences in people based on their identifications with various groups. Diversity involves the process of acknowledging differences through action and going beyond one's comfort zone to be inclusive of all. In organizations, this means developing a variety of initiatives at both the management and organizational levels and at the interpersonal levels.

**Vision** - The continued excellence of the University County Fire and Emergency Services is largely dependent upon the ability to attract, develop, and retain highly skilled, talented, and motivated members. An essential element in maintaining this quality of service is the recognition of the value of a diverse work force. Characteristics such as: age, culture, ethnicity, gender, race, religious preference, sexual orientation, and the expression of unique philosophies and ideas provide the opportunity to better understand each other. This understanding strengthens the efficiency and productivity of the University County Fire and Emergency Services; whose primary objective is to provide excellent service to a diverse community.

**Mission**- The mission of the University County Fire and Emergency Services is to reduce risks, to lives and property, encountered by citizens, visitors, and department personnel. The department respond to fires, medical emergencies, disasters, and other calls for service.

**Goals** - The goals of the University County Fire and Emergency Services with regard to diversity are:

- Uphold all federal, state, and local laws, and the University County Fire and Emergency Services' rules and regulations regarding employment.
- Attract and retain qualified individuals from diverse backgrounds who are committed to the continued excellence of the University County Fire and Emergency Services.
- Achieve and accept a diverse work force in terms of age, culture, ethnicity, gender, race, religious preference, sexual orientation, and the expression of unique philosophies and ideas.
- Provide all employees the opportunity for development and growth at every rank in the University County Fire and Emergency Services.
- Expect that all employees will treat each other with dignity and respect, regardless of perceived differences.

## **Fire Department's Budgeting and Financial Issues**

The department's fiscal year began on September 1 and ends on August 31 of each year. The department receives funds from federal grants. These grants are managed on the federal fiscal year that began on October 1 and ends on September 30 of each year.

### Purchasing

Items costing 0 - \$200 must have a verbal quote from at least two vendors/manufacturers. Items costing \$201 - \$3,000 must have a written quote from at least two vendors/manufacturers. Items costing more than \$3,000 must be purchased through the bidding system. The purpose of the bidding system is to help ensure the department has the opportunity to purchase the most cost effective product/service. The bidding system also helps ensure each vendor/manufacturer is given a fair opportunity to market his product/service to the department.

### REFERENCE:

This document was created by Steven Bardwell, Program Chair of Waldorf Fire Science Administration Program. 10/16/2016