



**GUAM FIRE DEPARTMENT**  
**DIPATTAMENTON GUAFI GUAHAN**  
*Professionalism \* Respect \* Integrity \* Dedication \* Empathy*



**Eddie Baza Calvo**  
**Governor**

**Joey C. San Nicolas**  
**Fire Chief**

**Ray Tenorio**  
**Lt. Governor**

December 22, 2016

DEPARTMENT OF ADMINISTRATION

**MEMORANDUM**

**TO:** Christine W. Baletto, Director  
 Department of Administration

**FROM:** Fire Chief, Guam Fire Department

**SUBJECT:** **Amendment to the Certification Requirement**  
**RE: Assistant Fire Chief and Deputy Fire Chief**

**DEC 27 2016**  
*Da* 11:31pm  
 DIRECTOR'S OFFICE

*Buenas yan Hafa Adai*, this memorandum is to address an oversight on GFD's part and formally request a change to the required "certifications" in regards to the position's of **Assistant Fire Chief and Deputy Fire Chief**,

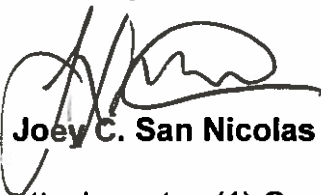
The adjustment to be made is listed below;

*Fire Instructor III* will be replaced with **Fire Instructor II**.

The changes are in yellow highlights on the first attachment, also attached is the Department of Defense standard we are mirroring. We were following the Assistant Chief for Training requirement which required a Fire Instructor III certification. This is not required in the GFD as Training Chief is not a specific rank but an assigned duty. Assistant Fire Chiefs and the Deputy Fire Chief positions only need Fire Instructor II to perform all necessary and potential assignments.

If you have any questions, please contact me at 642-3311 or 642-3454.

Sincerely,

  
**Joey C. San Nicolas**

attachments: (1) Guam Fire Department Promotion Matrix  
 (2) Department of Defense Matrix

Department of Administration  
 Human Resources Division  
 DEC 29 2016  
 Administrative Office

Promotion to Certifications Additional Certifications Experience Education

\* All (non-EMT) certifications listed are Pro Board or IFSAC accredited.

Firefighter I	NREMT Basic Hazardous Material Operation Firefighter I & II	Rescue Technician Hazardous Material Technician Driver/Operator of Fire Apparatus with a Fire Pump	NREMT Advanced Fire Inspector I, II Rescue Technician Hazardous Material Technician	Two (2) years as a Firefighter I	Completion of fifteen (15) Semester hours
Firefighter II	NREMT Basic Hazardous Material Operation Firefighter I & II	Rescue Technician Hazardous Material Technician Driver/Operator of Fire Apparatus with a Fire Pump	NREMT Advanced Fire Inspector I, II Rescue Technician Hazardous Material Technician	Two (2) years as a Firefighter II	Completion of thirty (30) Semester hours
Fire Lieutenant (Fire Service Specialist)	NREMT Basic Hazardous Material Operation Driver/Operator of Fire Apparatus with a Fire Pump Fire Instructor I Fire Officer I	Rescue Technician Hazardous Material Technician Fire Inspector I Hazardous Material Incident Commander	NREMT Advanced Fire Inspector I, II Rescue Technician Hazardous Material Technician	Two (2) years as a Fire Lieutenant	Associates Degree or equivalent credit hours
Fire Captain	NREMT Basic Hazardous Material Incident Commander Fire Inspector I Fire Instructor I Fire Officer II	Rescue Technician Hazardous Material Technician Fire Inspector II	NREMT Advanced Rescue Technician Hazardous Material Technician	Three (3) years and six (6) months as a Fire Captain	Completion of thirty (30) Semester hours
Battalion Fire Chief	NREMT Basic Hazardous Material Incident Commander Fire Inspector I Fire Instructor II Fire Officer II	Rescue Technician Hazardous Material Technician Fire Inspector II	Rescue Technician Hazardous Material Technician	Two (2) years as a Fire Captain	Bachelors Degree or equivalent credit hours
Assistant Fire Chief	NREMT Basic Hazardous Material Incident Commander Fire Inspector I Fire Instructor II Fire Officer III	Rescue Technician Hazardous Material Technician Fire Inspector II	Rescue Technician Hazardous Material Technician	Three (3) years and six (6) months as a Fire Captain	Associates Degree or equivalent credit hours
Deputy Fire Chief	NREMT Basic Hazardous Material Incident Commander Fire Inspector I Fire Instructor II Chief Fire Officer or Fire Officer IV/Executive Fire Officer or equivalent	Rescue Technician Hazardous Material Technician Fire Inspector II	Rescue Technician Hazardous Material Technician	Two (2) years as a Fire Battalion Chief	Bachelors Degree or equivalent credit hours
				Three (3) years and six (6) months as a Fire Battalion Chief	Associates Degree or equivalent credit hours
				Two (2) years as a Assistant Fire Chief	Bachelors Degree or equivalent credit hours
				Three (3) years and six (6) months as a Assistant Fire Chief	Associates Degree or equivalent credit hours

NREMT - National Registry Emergency Medical Technician  
 CERTIFICATION - Minimum requirements or base-line certification to qualify for specified position.  
 ADDITIONAL CERTIFICATION - Certification obtained through educational advancement opportunities above the minimum standard  
 SPECIAL CERTIFICATION - Certifications requirements in addition to base-line certifications to be assigned to specialized units (i.e. ALS/HazMat Team/Search & Rescue/Code Enforcement)  
 EDUCATION - To follow DOA Job Classification

Table C2.T1. DoD Fire and Emergency Services Minimum Qualification Standards and Certification Requirements

The certification levels in the table are the minimum mandatory qualification standards for the positions indicated. Individuals must be certified at these levels to be eligible to fill these positions. Exception: Certification requirements do not apply to a position occupied by a DoD firefighter on May 31, 2000, provided the firefighter continued to occupy the same position.

POSITION	CERTIFICATION LEVELS
Firefighter (Entry-level)	None <sup>1</sup>
Firefighter	Firefighter I and II <sup>1</sup> Airport Firefighter <sup>2</sup>
Firefighter (Hazardous Materials (HAZMAT) Operations)	Firefighter I and II <sup>1</sup> Airport Firefighter <sup>2</sup> HAZMAT Operations
Firefighter (HAZMAT Technician)	Firefighter I and II <sup>1</sup> Airport Firefighter <sup>2</sup> HAZMAT Technician
Firefighter (Basic Life Support)	Emergency Medical Technician - Basic <sup>3</sup> Firefighter I and II Airport Firefighter <sup>2</sup>
Firefighter (Intermediate Life Support)	Emergency Medical Technician - Intermediate <sup>3</sup> Firefighter I and II Airport Firefighter <sup>2</sup>
Firefighter (Paramedic)	Emergency Medical Technician - Paramedic <sup>3</sup> Firefighter I and II <sup>1</sup> Airport Firefighter <sup>2</sup>
Firefighter (Driver Operator)	Driver Operator - Pumper <sup>5</sup> Driver Operator - Aircraft Rescue and Firefighting (ARFF) <sup>5</sup>
F&ES Dispatchers or Alarm Room Operators	Telecommunicator II HAZMAT Awareness
Fire Inspector (Entry-Level)	None <sup>6</sup>
Lead Firefighter (Crew Chief)	Fire Officer I Fire Instructor I Fire Inspector I Airport Firefighter <sup>2</sup>
Fire Inspector	Fire Inspector I and II Fire Instructor I HAZMAT Awareness
Station Chief, Captain, or District Chief	Fire Officer II Fire Instructor I Fire Inspector I HAZMAT Incident Commander Airport Firefighter <sup>2</sup>
Assistant Chief of Operations	Fire Officer III Fire Instructor II Fire Inspector II HAZMAT Incident Commander Airport Firefighter <sup>2</sup>

Table C2.T1. DoD Fire and Emergency Services Minimum Qualification Standards and Certification Requirements, Continued

POSITION	CERTIFICATION LEVELS
<i>Assistant Chief of Training</i>	<i>Fire Officer III Fire Instructor III Fire Inspector II HAZMAT Incident Commander Airport Firefighter<sup>2</sup></i>
<i>Assistant Chief of Fire Prevention</i>	<i>Fire Officer III<sup>1</sup> Fire Inspector III Fire Instructor II HAZMAT Incident Commander<sup>7</sup> Airport Firefighter<sup>2,7</sup></i>
<i>Deputy Fire Chief</i>	<i>Fire Officer III Fire Instructor II Fire Inspector II HAZMAT Incident Commander Airport Firefighter<sup>2</sup></i>
<i>Fire Chief, Regional Fire Chief, or Installation Fire Chief</i>	<i>Fire Officer IV Fire Inspector II Fire Instructor II HAZMAT Incident Commander Airport Firefighter<sup>2</sup></i>
<i>Fire Protection Specialists at the DoD Component Headquarters or Major Commands</i>	<i>Fire Officer IV Fire Inspector II Fire Instructor II</i>
<p><sup>1</sup>HAZMAT Awareness is a prerequisite for becoming certified at the Firefighter I certification level and HAZMAT Operations is a prerequisite for the Firefighter II level. Entry-level civilian and Navy military firefighters must successfully complete any and all required training, to include being certified at the Firefighter I and II levels and Airport Firefighter level, if applicable, within a maximum of 12 months.</p> <p><sup>2</sup>Airport Firefighter is not required for fire departments without an aircraft firefighting mission.</p> <p><sup>3</sup>Emergency medical certifications must be issued by the State or national registry.</p> <p><sup>4</sup>Entry-level parenthetical medical firefighters (Paramedic) levels must successfully complete any and all required training, to include being DoD certified at the Firefighter I and II levels and Airport Firefighter level, if applicable, within a maximum of 24 months. Entry-level parenthetical medical firefighters (Paramedic) who fall into this category are one grade less than the target GS grade.</p> <p><sup>5</sup>Pumper is the minimum qualification or certification required for all Driver Operators assigned to fire departments without an aircraft firefighting mission. Driver Operator – ARFF is the minimum qualification or certification required for all Driver Operators assigned to fire departments without a structural firefighting mission. Driver Operator – Pumper and Driver Operator – ARFF are the minimum qualifications or certifications required for all Driver Operators assigned to fire departments that have both structural and aircraft firefighting missions. Other Driver Operator certification requirements (Driver Operator Aerial, Mobile Water Supply, and Tiller) are determined locally, based on duty assignments and the locally assigned vehicles.</p> <p><sup>6</sup>Entry-level fire inspectors must successfully complete any and all required training, to include being DoD certified at the HAZMAT Awareness, Fire Inspector I and II, and Fire Instructor I levels, within a maximum of 12 months. Entry-level fire inspectors who fall into this category are one grade/band less than the target GS grade.</p> <p><sup>7</sup>Not required if the individual is not required to fill in as the Assistant Chief of Operations; however, the employee will not be considered for positions that require these certification levels.</p>	



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

GOVERNMENT OF GUÁHAN  
(GUBETNAMENTON GUÁHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto Yan Guinaha Para Taotao)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1123/1201/1265 \* FAX: (671) 477-7100



Christine W. Baleto  
Director

January 11, 2017

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division  
From: Personnel Specialist III, Classification Branch  
Subject: Amendment of Job Specifications  
**RE: Assistant Fire Chief and Deputy Fire Chief**

*Buenas yan Háfa Adai!* This is written with regard to the December 22, 2016, request from the Guam Fire Department (GFD) to amend the required "certifications" for the positions of Assistant Fire Chief and Deputy Fire Chief to address an oversight to the previous amendments which were approved on November, 2016.

The amendments made to the classification specifications are in response to the need to create a uniformed set of standards and to establish adequate training and certification to ensure the professional competency of the GFD. The amendments are in conformance with established standards of the National Fire Protection Association (NFPA).

The proposed amendments to be applied are as follows:

*Fire Instructor III* will be replaced with **Fire Instructor II**.

The proposed amendments will be posted on the Department of Administration's website for a period of ten (10) working days with a copies being forwarded to the requesting department to be posted on their website. Additionally, our office will transmit copies to the local media companies.

Your consideration of the above request is greatly appreciation. Should you have any questions, please do not hesitate to contact the Classification and Pay Branch at 475-1131/1201/1265. *Dângkolo na Agradesimiento!*

  
CATHERINE L.P. BORJA

Attachments



## **Proposed**

4.437

### **DEPUTY FIRE CHIEF**

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#### **NATURE OF WORK IN THIS CLASS**

This is professional administrative work which involves assisting the Fire Chief in directing all operations and activities of the Guam Fire Department.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and administers the operations and activities of the Guam Fire Department, inclusive of fire suppression, prevention, rescue and ambulance service programs.

Performs administrative functions including budget development, review and control, personnel management and other related matters.

Directs the inspections of all government of Guam buildings, commercial buildings, and private dwellings for fire hazards.

Directs the investigations of all fires to determine cause and to take appropriate action.

Promotes good public relations with various government agencies, private and business organizations, and community groups; confers and cooperates with military fire officials with regard to fire problems and activities under mutual aid agreement.

Independently and in conference with subordinates, plans methods and procedures to meet operational needs and service demands; reviews, records and reports to ascertain present conditions and to obtain information upon which to base departmental programs; reports on progress of work programs and operations affecting fire suppression, prevention and ambulance services.

Reviews operating and performance records of division and section chiefs to determine the efficiency and effectiveness of subordinates; orders and reviews the preparation of specialized training programs for Fire Fighters; makes periodic inspections to ensure the maintenance of high level fire suppression efficiency.

Prescribes and enforces departmental rules, regulations, policies and procedures.

Performs related duties as required.

#### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation.

Knowledge of fire protection, prevention and other safety laws of the Territory of Guam.

Knowledge of the technical aspects of fire suppression, prevention, rescue, and ambulance Operations.



## Proposed

4.437

### DEPUTY FIRE CHIEF

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Knowledge of emergency medical treatment techniques and ambulance operations.

Ability to effectively supervise subordinates.

Ability to administer comprehensive fire suppression, prevention, and ambulance service programs.

Ability to interpret and apply the laws of the Territory of Guam and other guidelines applicable to fire suppression and prevention.

Ability to analyze and interpret fire suppression data and make recommendations regarding fire prevention.

Ability to evaluate operational effectiveness and recommend or implement changes in fire operations to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to make decisions in accordance with appropriate laws, rules and regulations.

Ability to react quickly and calmly in emergencies.

Ability to communicate effectively.

#### **MINIMUM EXPERIENCE AND TRAINING**

- A. Two (2) years of experience as a Fire Battalion Chief or higher and possession of a Bachelor's degree in Fire Science, Public Administration, or closely related field from an accredited institution; or
- B. Three (3) years and six (6) months of experience as a Fire Battalion Chief or higher and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or
- C. Five (5) years of experience as a Fire Battalion Chief or higher.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.

**In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:**

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification



# Proposed

4.437

## DEPUTY FIRE CHIEF

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Hazardous Material Incident Commander

Fire Inspector I

Fire Instructor II

Fire Officer IV or Chief Fire Officer or Executive Fire Officer or equivalent.

**ESTABLISHED:** JANUARY 1974

**AMENDED:** JANUARY 2017

**PAY GRADE:** SL04 STEP 1

**STATUTE:** 10 GCA §72105.4

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>F II 3</b>	<b>400</b>
	<b>PROBLEM SOLVING:</b>	<b>E4 (43%)</b>	<b>175</b>
	<b>ACCOUNTABILITY:</b>	<b>E3P</b>	<b><u>264</u></b>
	<b>TOTAL POINTS</b>		<b>839</b>

This standard revises and supersedes the standard established JANUARY 1974 and amended November 1982, December 1989, January 1996, May 2001 and November 2016.

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**CHRISTINE W. BALETO**, Director  
Department of Administration



## Proposed

4.436

### ASSISTANT FIRE CHIEF

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#### **NATURE OF WORK IN THIS CLASS**

This is highly responsible command work which involves providing effective administration through planning, coordinating, controlling, directing, and supervising the operations of the platoon system. Employees in this class work with considerable latitude in the exercise of independent judgment in commanding fire operations or related specialized activities. Work is performed in accordance to established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections and submission of reports.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Commands, plans, assigns, supervises and directs the activities of subordinates under ones command in fire operations and other related activities.

Responds to emergencies when dispatched and takes command as conditions warrant by supervising and coordinating the activities of subordinates under ones command.

Evaluates organizational efficiency and results; studies training needs; initiates special sessions or drills.

Evaluates alarm assignments and hydrant distributions.

Supervises difficult fire suppression and prevention inspections by implementing fire programs.

Advises and instructs subordinates on methods, techniques, and procedures to be used in fire suppression and prevention efforts; analyzes current procedures and prepares reports and recommendations in order to recommend improving these procedures.

Directs the more difficult fire investigations and other related incidents during ones tour of duty.

Initiates meetings with civic and business organizations and actively promotes good public relations by giving lectures at school assemblies, civic groups, and appears on radio and television in order to promote fire prevention and safety measures.

Remains cognizant of one's jurisdiction regarding the location of hydrants, mains, reservoirs, streets, sprinkler systems, etc.

Prepares and supervises the submission and retention operations of fire reports and records.

Inspects subordinates and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances and special events.

Performs related duties as required.



## **Proposed**

4.436

### **ASSISTANT FIRE CHIEF**

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#### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of contemporary principles, practices and methods of fire administration, organization and operation.

Knowledge of fire protection, prevention and other safety laws of the Territory of Guam.

Knowledge of departmental operating procedures, rules and regulations.

Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations.

Knowledge of the principles, practices, techniques and equipment used in contemporary fire suppression or in other related fields of specialization.

Ability to effectively supervise subordinates.

Ability to work effectively with the public and employees.

Ability to react quickly and calmly in emergencies.

Ability to maintain complex records and prepare reports.

Ability to advise, instruct and personally perform technical work in one's field of specialization.

Ability to communicate effectively.

#### **MINIMUM EXPERIENCE AND TRAINING**

A. Two (2) years of experience as a Fire Battalion Chief and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or

B. Three (3) years and six (6) months of experience as a Fire Battalion Chief.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).

B. Must possess a valid driver's license.



# Proposed

4.436

## ASSISTANT FIRE CHIEF

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**In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:**

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification

Hazardous Material Incident Commander

Fire Inspector I

Fire Instructor II

Fire Officer III

**ESTABLISHED:** JANUARY 1974  
**AMENDED:** JANUARY 2017  
**PAY GRADE:** PL04 STEP 1  
**STATUTE:** 10 GCA §72105.4

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>FI3</b>	<b>304</b>
	<b>PROBLEM SOLVING:</b>	<b>E3 (38%)</b>	<b>115</b>
	<b>ACCOUNTABILITY:</b>	<b>E 1 P</b>	<b><u>152</u></b>
	<b>TOTAL POINTS</b>		<b>571</b>

This standard revises and supersedes the standard established JANUARY 1974 and amended November 1982, December 1989, January 1996, May 2001 and November 2016.

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**CHRISTINE W. BALETO**, Director  
Department of Administration