



# Portage Fire Rescue

Fire Chief Troy Haase

119 West Pleasant Street, Portage, WI 53901

Telephone (608)742-2172 / Fax (608)745-4601

## Paramedic Hiring Process

**Title:** Paramedic, Paramedic/FF and Paramedic Students are encouraged to apply

**Salary Range:** \$68,280 - \$78,039  
Lateral Transfers are Available

**Hours:** 56 Hours/Week, 24 on/48 off

**Access Application At:** [portage.municipalimpact.com/employment-opportunities-1](http://portage.municipalimpact.com/employment-opportunities-1)  
or scan the QR Code.



Portage Fire Rescue is currently accepting applications for paramedics to establish a new eligibility list. If you are a paramedic student, you are encouraged to apply as well. This process does not have a deadline date, and we will continue to invite candidates to the hiring process until we establish a list of highly qualified personnel. If you are interested please submit the general employment application, resume, cover letter, and required certificates to Fire Chief Troy Haase at 119 W. Pleasant Street, Portage, WI 53901, or via email at [troy.haase@portagewi.gov](mailto:troy.haase@portagewi.gov)

The new emergency medical service brings a lot of excitement to the agency with a plan to hire EMS personnel to operate all new state-of-the-art ambulances and equipment. The service will respond to approximately 3000 emergency calls annually. The service will only respond to 911 calls.

The requirements for being hired for these positions are listed below and the full job description is also attached. If you have any questions of whether you qualify, please contact Fire Chief Troy Haase at (608) 697-7064.

### ☐ PARAMEDIC

- U.S. Citizen, minimum of 18 years of age.
- High School graduation or equivalent
- Technical school training in Fire or Emergency Medical Services or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess a current Wisconsin Paramedic License or be eligible for reciprocity.
- Must possess and maintain a valid, unrestricted Wisconsin Driver's License and insurability to operate department equipment and vehicles.
- Must possess or be able to attain Entry Level Firefighter within 12 months of appointment.
- Must possess or be able to attain Firefighter I Certification within 24 months of

appointment.

#### **DESIRED QUALIFICATIONS**

- Firefighter I Certification
- Driver Operator – Pumper Certification

#### **SPECIAL REQUIREMENTS**

- Pass a comprehensive background screening that includes a criminal background check
- Pass a psychological evaluation
- Pass a pre-employment physical and drug screening examination

#### **Benefit Package**

Portage full-time staff are represented by IAFF Local 2775 and are provided competitive compensation including: vacation time, sick time, FLSA days, paid holidays, health and dental insurance, and the Wisconsin Retirement System. See the following pages for a partial list of benefits and the contract for the entire benefit package.

#### **Lateral Transfers:**

Lateral Transfers are available for firefighter or EMS personnel who are currently employed within another agency. The Chief has authority and discretion, based on prior years' experience, education, and additional skills to determine, singly or in combination the rate of pay, and vacation eligibility that may be granted to such qualified candidates upon hire.

#### **Health Insurance:**

Full time employees are provided with a comprehensive health insurance plan that includes a high-deductible option. To support our team, the city reimburses up to \$3,000 annually toward the deductible, helping to reduce out-of-pocket medical expenses. If the employee declines the insurance the City will provide a \$3,000 bonus to the employee.

#### **Technical Rescue Team:**

Full time employees who are certified members of the Confined Space Rescue Team, Hazardous Incident Response Team and Rope Rescue Team (Technical Rescue Team) shall receive an additional \$0.25/hour (\$728 per year) for the duration in which the employee retains said certification.

#### **Holidays:**

All full-time employees shall be granted the following eleven (11) paid holidays: New Year's Eve Day, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day and two (2) floating holidays for time off. The candidate may choose to be paid out for these in lieu of time off with a value up to an additional \$6,175 in pay per year depending on salary.

#### **Work Reduction Days:**

Seven work reduction days are available, with compensation, authorized for employees with a twenty-four (24) hour duty shift. The effect of work reduction days is to reduce the average

work week to 52.76 hours and the basic work year to 2,744 hours. Work reduction days will be chosen annually by the employee like vacation and holidays.

**Compensatory Time:**

In lieu of receiving pay for overtime hours worked, employees may request and receive compensatory time off at time and one half (1 ½). Compensatory time shall be taken upon approval of the department head. If compensatory time cannot be used during the calendar year, the employee may elect to be paid out any earned, unused hours at the hourly rate earned. Any earned, unused hours not used or scheduled to be used by the end of the year shall be deposited in the employee's HRA/VEBA. The annual maximum compensatory time claimed shall be a replenishing ninety-six (96) hours.

**Annual Clothing Allowance:**

The Employer shall grant to each employee the sum of Five Hundred Fifty dollars (\$550.00) per year as a uniform allowance, to be paid in June of each year. The first-year payment to new employees to be pro-rated.

**New Employee Clothing Allowance:**

New employee shall receive an additional initial allowance of Four Hundred Dollars (\$400.00) payable forthwith.

**Vacation Leave:**

Employees shall be eligible for vacation leave according to the following schedule:

Completed Employment	Vacation Allowance
One (1) year.....	Six Shifts
Seven (7) years.....	Nine Shifts
Schedule continues – see contract.	

**Tuition Reimbursement:**

Subject to prior approval by the Fire Chief, the City will increase the employee base hourly rate by (\$0.01)/hour upon completion of each credit for up to a total of sixty (60) credits.

**Group Life Insurance:**

Group life insurance is provided for those employees eligible for participation in the Wisconsin Retirement Fund. The amount of insurance is based upon annual earnings rounded off to the highest \$1,000.00 amount.

**Post-Retirement Health Insurance:**

Employees who qualify for retirement under the Wisconsin Retirement Plan and who retire under that plan, shall be entitled to payment of unused sick leave, up to a maximum of \$22,500 for post-retirement health insurance.

**Residency:**

The member must live within 30 miles of the fire station with 14 months of employment date.

**Wisconsin Retirement Fund:**

The Employer participates in the Wisconsin Retirement Fund. Employees shall pay 100% of the employee's required contribution as determined by law.

**Other Benefits:**

Income Continuation, Deferred Compensation Plan, Flexible Spending Account, and additional benefits can be found in the Labor Agreement posted at [www.portagewi.gov/fire-related-documents-and-links](http://www.portagewi.gov/fire-related-documents-and-links)



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## HIRING CHECK LIST

### AT TIME OF HIRE YOU MUST:

- ☐ Be at least 18 years old
- ☐ Be a U.S. Citizen
- ☐ Possess a high school diploma or equivalent
- ☐ Possess an unrestricted Wisconsin Driver's License or an out of state transferrable license
- ☐ Have one to two years related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- ☐ Must possess a current Wisconsin Paramedic License or be eligible for reciprocity.

### INSTRUCTIONS:

- ☐ Application forms must be filled out completely. (General Application on Website)
- ☐ Current Resume and Cover Letter must be submitted.
- ☐ Include a copy of your current Licenses and Certificates
- ☐ Sign and return the Authorization for Release of Information Form
- ☐ Sign and return the Physical Agility Test Waiver
- ☐ Transcripts from your Associates or Bachelor's Degree (if applicable)
- ☐ Application deadline is December 9, 2024, at 1:00 PM CST.

**NOTE: The OMISSION of any required documents may invalidate your application.**

It is your responsibility to keep Portage Fire Rescue informed of any changes to your name, address, telephone or employment that occur after submitting your application. Failure to provide this information may eliminate you from consideration for employment. You should contact the administrative assistant at Portage Fire Rescue, (608) 742-2172, with the pertinent information.



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## AUTHORIZATION FOR RELEASE OF INFORMATION

### Complete and Return with Application

I hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent for the Portage Fire Department whether the said records are of public, private or confidential nature.

I consent to your release and give my consent for full and complete disclosure of any and all public and private information you may have concerning me including but not limited to my work record, my background and reputation, my military service records, my medical and psychological records, my educational records, my financial status, my financial credit records, any public utility records, my driving records, my criminal record history, including any arrest records, any information contained in investigative files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys-at-law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or had have had an interest, attendance records, polygraph examination records, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

The intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing an investigation, which may provide pertinent information for the Portage Fire Department to consider my suitability for employment. I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the Portage Fire Department. I understand that all materials pertaining to this background investigation become the property of the Portage Fire Department and will not be returned to me. I understand should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I hereby release any individual or institution, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result in me, my family, heirs or associates because of compliance with this authorization and request to release information or any attempt to comply with it. I further understand that in the event my application is disapproved, the confidential information or source of information will not be revealed to me.

I understand my rights under Title 5, United States Code, section 522a, the Privacy Act of 1974, with regard to access to and to disclosure of records, and I waive those rights with the understanding the information provided will be used by the Portage Fire Department in conjunction with employment procedures.

I understand in the event the investigating agency finds conduct that is illegal or unbecoming of a firefighter and I am currently serving in the capacity of a firefighter in a jurisdiction, the investigating agency has my permission to disclose the information to my current employer.

You can contact me at the address below if you have any questions as to the validity of this release.

Exceptions to this blanket authorization. (Specify reasons)

1. \_\_\_\_\_

2. \_\_\_\_\_

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Candidate Full Name (print) \_\_\_\_\_



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## PHYSICAL ABILITY TEST WAIVER

### Complete and Return with Application

In consideration of my participation in the Physical Agility Test administered by Portage Fire Rescue, I \_\_\_\_\_, for myself, my heirs, executors, and administrators, hereby release and forever discharge Portage Fire Rescue, the City of Portage, and all other entities, organizations, businesses, or individuals involved in the administration of the physical agility test, and their agents, representatives, and assignees, from all liabilities, actions, claims, demands, costs, and expenses, which I may now or in the future have against them, as agencies, or individuals, arising out of, or in any way connected with my participation in or the operation of the Portage Fire Rescue Physical Agility Test and including, but not limited to, all injuries that may be suffered by me. I understand that this waiver includes, but is not limited to, any claims that are based on any alleged negligence or other inaction by any of the above parties.

I attest and verify that, to the best of my knowledge, my physical condition and fitness are adequate for me to safely participate in this Physical Agility Test and all portions thereof, and that no physician or other qualified individual had advised me against participating in this test or any portion thereof.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**CITY OF PORTAGE**  
**Position Description**

**Department:** Fire

**Position Title:** Paramedic

**FLSA:** Non-Exempt

**Date:** 3/27/2024

**Reports to:** Lieutenant/Captain

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**Purpose of Position**

Under the direction of the Lieutenant or Captain, performs in a dual role with responsibility in performing Basic and Advanced Life Support medical care.

**Supervision Received**

Immediate supervision is provided by a Lieutenant or Captain for general day to day activities and during calls for service will work within the department's organizational structure; governed by the Police and Fire Commission.

**Supervision Exercised**

Generally, this position is not responsible for the supervision of any employee. During calls for service will then work within the department's organizational structure, which may require supervision of a crew.

**Essential Duties and Responsibilities**

The Paramedic shall consistently perform the following duties and have the listed responsibilities:

- Performs complex diagnostic and medical procedures including, but not limited to: intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of various medications per Wisconsin Paramedic Scope of Practice and Medical Directions Protocols and Policies.
- Responds to non-emergency service and medical care/transport requests with the assigned company. Works as a member of the assigned company using a team concept to complete the assigned tasks.
- Acts at all times in the best interests of high-quality patient care, in the best interest of the patient, and in such a manner to reflect credibly on the Fire Department and the professional reputation of the EMS provider.
- Completes appropriate continuing education courses in a timely fashion along with biannual recertification in BLS Healthcare Provider – CPR and biannual recertification in ACLS.
- Accompanies ALS and BLS patients to their destination, continuing to provide appropriate care and patient advocacy until the responsibility for the patient has been transferred to an appropriate medical professional and a report has been given.
- Renders emergency and non-emergency medical care in accordance with the rules, regulations, protocols, policies, and procedures of the Fire Department and the State of Wisconsin, consistent with good judgment and the provision of high-quality medical care.
- Participates in drills and training evolutions as directed.
- Participate in fire drills for occupants of buildings; performs fire inspections; participates in fire prevention programs for the purpose of promoting fire safety.
- Make presentations to the general public, nursing homes, service groups, etc. on medical care and prevention.
- Performs vehicle, equipment, and facility maintenance duties: maintains vehicles and equipment; performs station janitorial duties; completes maintenance/repair reports.



- At all times sets an example of professionalism and leadership for others to follow. Places patient care excellence and safety above all else.

#### **Required Minimum Training and Experience to Perform Essential Job Functions**

- Technical school training in Fire or EMS Services or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- High School graduation or equivalent
- Must possess a current Wisconsin Paramedic License or be eligible for reciprocity.
- Must possess and maintain a valid, unrestricted Wisconsin Driver's License and insurability to operate department equipment and vehicles.
- Must possess or be able to attain Entry Level Firefighter within 12 months of appointment.
- Must possess or be able to attain Firefighter I Certification within 24 months of appointment.

#### **Desired Training and Experience**

- Firefighter I Certification
- Driver Operator – Pumper Certification

#### **Knowledge, Abilities and Skills Required to Perform Essential Job Functions**

##### **Knowledge**

- National, state and local laws and codes as they relate to the fire and EMS services.
- Thorough knowledge of agency's work rules, policies, and Standard Operating Procedures.
- Thorough knowledge of the agency's apparatus and the tools and equipment carried and used.

##### **Abilities**

- Ability to work effectively with minimal supervision, using good judgment and common sense with a thorough understanding of the principles of emergency medical care.
- Accurately complete written and verbal reports on patient care to hospital emergency departments.
- Perform assigned tasks and duties to maintain equipment, quarters, and apparatus.
- Make medical decisions rapidly, under stressful conditions.
- Lifting, carrying, pushing/pulling
- Running, walking, crouching or crawling during emergency operations
- Moving equipment and injured/deceased persons

##### **Skills**

- Operation, maintenance, and uses of modern EMS and firefighting apparatus and equipment.
- Principles, practices, methods, and techniques of modern emergency medical activities.
- Report writing, driving of emergency vehicles, and use of computer, telephone, and all communication devices.

#### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents such as EMS reports, fire incident and inspection reports, photographs, police reports, and telephone messages.
- Ability to prepare a variety of documents such as patient care reports, inspection reports, vehicle maintenance and building inspection records; daily logs, facility device and safety checklists, and time sheets using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to interpret and use hazardous materials standard operational guidelines, chemical reference materials, Environmental Protection Agency and Occupational Safety and Health materials, the NFPA standards, maps, building codes, vehicle parts and service catalogs, and various policy and procedure manuals.
- Ability to communicate effectively with City personnel, governmental agencies, sales representatives, outside fire departments, medical personnel and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

### **Environmental Adaptability**

The members routine work activity requires moderate strength, endurance, and aerobic capacity. However, emergency response operations may require significant physical capacity.

- Work is performed in a fire station and at fire, rescue, emergency medical, hazardous materials or other scenes with corresponding hazards and environmental conditions.
- Work is performed primarily in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and at night. Work is often performed in emergency and stressful situations. Exposure to hearing alarms and hazards associated with rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils can occur.
- The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.