

**Stillwater Fire District
Stillwater, New York**

Fire District Policy and Procedure **Policy Number: 7 of 2010**

Policy Name: Job Descriptions for Chief Officers

Date Issued: June 16, 2010

Effective: June 16, 2010

Revised: January 2011

Review Date: January 2020

(revisions relate to suspensions)

PURPOSE:

The purpose of this document is to outline minimum job descriptions for Chief Officers of the Stillwater Fire District. Candidates who do not fulfill the minimum requirements shall not be considered for consideration for appointment by the Board of Fire Commissioners.

AUTHORITY:

Under Town Law Article 11, sub section 176 (10) "Fire Districts may organize, operate, maintain and equip fire companies...and provide for the removal of members for cause." In addition (11) states that Fire Districts "may adopt rules and regulations governing all fire companies and fire departments in said district and prescribing the duties of the members thereof and enforce discipline...."

POLICY:

Chief Officer General Overview

1. The Chief Officers, as a group and individually, are approved by and derive their authority from the Board of Fire Commissioners for the overall operation of the Company during any alarm incident. The Chief Officers shall be responsible for smooth coordination of Company operations, training, enforcement of Fire District Policies and staffing levels. They shall be responsible for all equipment, apparatus and personnel during an alarm answered by this Company. They must answer to the Fire Commissioners for any willful negligence or transgressions which occur while they are in Command.
2. The Chief Officers must allow and encourage a free flow of communication up and down through the ranks of the Line Officers. In order to make their job easier, the Chief Officers must delegate responsibilities and duties of running the Company to other officers and members, and then receive reports of the tasks assigned, to insure that they are accomplished. The Chief Officers should consider themselves as managers and are responsible for the actions or transgressions of the Line Officers. The Chief Officers shall insure that company is trained to and shall be operated under the principles of the National Interagency Management System, Incident Command System and the "Best Practices" as published by OFPC and the NYS Department of Labor.
3. The Chief Officers shall have training which exceeds the training and knowledge base of the average member of the fire company as prescribed by the "Best Practices" guidelines.

Chief

1. The Chief shall be responsible for the operations, logistics and planning functions of the department at all incidents to which the Company is summoned unless those functions are delegated to others.
 - (a) The exception being mutual aid calls where the Chief or the Incident Commander shall be in charge of the personnel of Arvin Hart Fire Company, but will be under the direction of the Agency requesting assistance.
2. The Chief or designate will be responsible for all training, or to arrange for training for the Company.
3. The Chief shall be responsible to hold meetings at least annually with all mutual aid companies and provide an operational briefing including services, staffing and equipment available.
4. The Chief shall designate a minimum of one Training Officer(s) annually with *the consensus of the Line Officers*.
5. The Chief is responsible for the proper maintenance of all Fire District equipment, and see that the equipment is ready for use at all times and will coordinate any needs or repairs with the Board of Fire Commissioners or their designee.
6. The Chief shall prepare a list of material which is, or may be, needed during the year to maintain the Company at a ready status. The list shall be in order of priority and shall include any new equipment needed to maintain an up to date fire-fighting force or any replacement equipment needed. The list shall be presented to the Commissioners no later than August 1st of each year, in preparation for the District budget cycle for the subsequent fiscal year.
7. The Chief in consultation with the Line Officers shall assign an Officer to each station annually, to oversee the operations and maintenance of equipment and buildings. The Station Officers may in turn assign members of the Company to each piece of apparatus to see that it is clean, operable and that all equipment is ready for use at all times, with the Station Officers ultimately responsible.
8. The Chief will give a monthly report of the Company's activity including:
 - a. number and type of call;
 - b. man-hours;
 - c. average man-hours per call;
 - d. average personnel per call;
 - e. average number of officers per call;
 - f. number of drills;
 - g. man-hours for drills;
 - h. average personnel at drill;plus any other pertinent information.
9. The Chief will give an annual report to the Board of Fire Commissioners at the Board's December meeting. The report will include; a compilation of all the information in the monthly reports plus an assessment of the condition of the fire company, significant accomplishments and recommendations/objectives for the subsequent year.
10. The Chief will assign to the officers their duties and responsibilities by way of written Standard Operating Guidelines (SOGs) or verbally as necessary at each incident.
11. The Chief may assign the duties of Public Information Officer (PIO) and an Officer to investigate accidents as needed. Should the Chief not assign these duties, it becomes the Chief's responsibility. Anyone releasing information to the media regarding incidents without prior approval of the Chief or PIO will be subject to disciplinary action. All accidents shall be investigated and documented, a copy of which shall be filed with the Commissioners.

12. The Chief or Incident Commander will suspend any member until the next District Meeting who is insubordinate or who acts in a manner detrimental to the Company and/or Fire District or to the safety of any of the members. This provision shall not be construed to mean that other officers of the Company are relieved from the responsibility of suspension as needed.
 - (a) Suspensions associated with operational matters shall apply until the next meeting of the Board of Fire Commissioners when the Board shall decide to uphold or amend the suspension.
 - (b) Suspensions shall be in writing to the Secretary of the Board and determinations shall be included in the member's personnel file.
13. The Chief or designee will be responsible for pre-planning all occupancies within the District which may involve a high risk as to life, fire load or value hazards. All pre-planned facilities shall be reviewed annually and shall be used in regular company training. The Chief will also be responsible for making all such information available to the Company and Mutual Aid Companies.
14. The Chief shall see that all personal protective equipment is visually inspected at least twice annually or in accordance with manufacturer's specifications or generally accepted applicable standards.
15. The Chief should endeavor to the best of their ability that any request for fire prevention education be satisfied, and assign the appropriate staff to satisfy the request.
 - (a) In addition shall coordinate and provide fire prevention education staffing and materials in the Stillwater Central Schools in conjunction with the Stillwater Fire Department.
16. The Chief may designate any officer or member to help accomplish the duties assigned to the Chief, but is ultimately responsible for the accomplishment of all tasks.
17. In the absence of the Chief, all powers and duties will pass, by chain-of-command, to the officers in order of rank.
18. The Chief Officers are appointed by and are responsible to the Board of Fire Commissioners and shall be responsible for taking any action necessary to enforce the rules and regulations promulgated by the Board of Fire Commissioners in fulfilling the objectives of the fire company.
19. The Chief shall maintain the approved driver list in conjunction with the Board for District apparatus and may assign this task to the appropriate staff.
20. The Chief will be responsible to submit a list of members by classification, compiled by the Company Secretary, to the Board by March 1st of each year for VFBL insurance purposes.
21. The Chief, in consultation with the officers, shall assign a Quartermaster annually. The Quartermaster shall be responsible for inventory of and assignment of Fire District property to members of the fire company.
17. The Chief is expected to be proficient in fire prevention, public relations, agency liaison, fire investigation, incident command and emergency operations planning and strategy.
16. The Chief is expected to know the response district and mutual aid assignments, alarm assignments, available resources, and governmental and private agencies which may be of assistance.
17. The Chief is expected to provide overall direction of operations while delegating authority for tactical operations to subordinates.
18. The Chief is expected to exemplify professional conduct and appearance at all times.
19. The Chief is expected to strive to maintain knowledge and skills at current state-of-the-art levels at all times.
20. The Chief shall meet at least monthly with all the other line officers to discuss problems, set objectives and provide a forum for communications.

21. Chief officers shall attend at least one professional develop course of training annually, which will be funded by the Fire District.
22. Chief officers shall be subject to removal by the Board of Fire Commissioners due to unprofessional conduct, malfeasance, misfeasance, negligence or conduct that is unbecoming and negatively affects the stature of the Fire District and its elected board.
23. The Chief shall initiate the appointment of the safety officer(s), training officer(s), public information officer(s), engineer(s) and/or any other assistant as deemed necessary. Those officers in the command structure shall be appointed annually and shall be appointed in consultation and consensus with the other elected officers of the fire company. Said appointees shall serve at the pleasure of the Chief.

Deputy Chief

1. It shall be the duty of the Deputy to assume the operational, logistical and planning duties of the Chief in his absence.
2. The Deputy Chief will perform any duties assigned by the Chief which may be necessary to achieve the Company objectives.
3. The Deputy may delegate to any other member, the duties of the office, but is responsible for their accomplishment.
4. Upon leaving office, the Deputy shall deliver to the successor all documents related to the position in a neat and timely manner.

Assistant Chief

1. It shall be the duty of the Assistant to assume the operational, logistical and planning duties of the Chief in his absence.
2. The Assistant Chief will perform any duties assigned by the Chief which may be necessary to achieve the Company objectives.
3. The Assistant may delegate to any other member, the duties of the office, but is responsible for their accomplishment.
4. The Assistant Chief shall be responsible for submitting NIFRs reports to the Office of Fire Prevention and Control in a timely manner. This responsibility may be delegated but the Assistant Chief remains primarily responsible.
4. Upon leaving office, the Deputy shall deliver to the successor all documents related to the position in a neat and timely manner.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners