

Town of Wright Fire District Policies

Policy Name: **16.0 Duties and Responsibilities of the Chiefs**

Date Adopted: 1/2/2013

Effective: Immediately

Revised: 12/11/17

Reviewed: *Annually*

General Requirements for all Chiefs

1. Must be a minimum of 21 years of age
2. Must not have any felony convictions
3. Must have the ability to train and supervise subordinate personnel
4. Must be at a minimum a Class B firefighter and in good physical condition allowing them to perform routine and emergency firematic activities and training.
5. Must be able to communicate effectively orally and in writing
6. Must be able to exercise sound judgment in evaluating situations and in making decisions and remain calm and rational under pressure
7. Chiefs must have the ability to effectively give and receive verbal and written instructions
8. Chiefs must have the ability to establish and maintain effective working relationships with other department members, neighboring departments, Town and County officials, and the public.
9. All Chiefs must familiarize themselves with District Policies set forth in the District Policy Manual
10. All Chiefs must comport themselves in a professional manner, representative of their office, at all Department, District, and public events.
11. Must have working knowledge of the roads, geography, water sources, and disaster threats in the Town of Wright
12. Must actively participate to the degree possible in disaster response preparatory planning meetings and equipment readiness drills.
13. Chiefs shall be elected by simple majority of secret ballots at the December Department meeting.
14. All Chiefs must be approved by the District and the District reserves the right to send any or all candidates back to the Department for a new vote.
15. Deputy Chief may be removed by the Chief subject to District approval
16. Any Chief may be removed for cause by the District or a vote by the Department consisting of a majority vote of the full membership. Such a vote will be done by secret ballot and with a minimum of a two week posted notice and overseen by the Department President.

Chief

1. Must meet all of the above criteria for Chiefs
2. Must have been a Member in good standing for at least five (5) years.
3. The Chief must have the following courses or the State, National, College or Military equivalent as a minimum:
 - a. Fire Attack II, Advanced Firefighting Training Course or Firefighter II
 - b. Haz Mat Operation's
 - c. EVOG
 - d. Advanced First Aid
 - e. Apparatus Operator-Pump
 - f. Fire Officer 1 or equivalent
 - g. All annually required classes as set by District Policy
4. A Member is allowed to run for office lacking classes, **but** must complete the class within the first term in office (provided they are offered within the county). If the Member elected fails to meet these qualifications by the end of the term, he/she will be ineligible to be elected the following year. The Officer must also further his/her education and training in Firematics throughout the year.
5. Must respond to and assume or delegate Incident Command of emergency related incidents
6. Member must be qualified and proficient to operate all apparatus.
7. Chief shall plan, direct and supervise through subordinate officers the activities of the fire department
8. Establish or assign a designee to develop and/or update and implement Operational Guidelines based on best practices learned for new equipment or improved practices.
9. Have training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in fire fighting and rescue procedures as well as insure skill improvement for medical first responders
10. Ensure adequate records are kept of all required maintenance and training.
11. Insure logs are kept for all emergency activities
12. Prepare and submit an annual budget and long-range plan to the District as required and make expenditures within approved limits.
13. Develop and revise as necessary a long-range capital plan to keep pace with development.
14. Serve as liaison to the District and provide a monthly report of all Department activities including calls, equipment issues, member activities, training, policy development and fundraising
15. Attend all monthly District meetings. In the event there is a conflict, insure that another Chief is prepared to provide Department reporting

16. Be fully aware of and understanding of all District Policies as set forth in the District Policy Manual
17. Ensure that all District policies and processes are adhered to
18. Implement any required disciplinary action in concert with the District and District Policy
19. Provide input and feedback to the District in regards to existing policies, policy revision, or if new guidelines are needed.
20. Maintain an effective working relationship with all local government departments and carry out such additional duties as requested by the District.
21. Insure that inquiries and complaints regarding fire department activities or responsibilities are brought to the Districts attention and subsequently handled promptly, efficiently, effectively and with courtesy.
22. Serve as liaison to representatives of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
23. Insure that the Deputy Chief maintains a good fire prevention program year-round including presentations, water sourcing and identification of significant fire hazards within the District
24. Direct and/or assist in fire investigations
25. Participate and direct Department efforts in the local and regional emergency planning process including the Town CRT
26. Actively participate in Association of Fire Chiefs' at the provincial or regional level.
27. Proactively seek grants for the Department and/or District and coordinate with the District to respond to such grants

*I have read and understand the duties and responsibilities of the position of **Chief of the Gallupville Volunteer Fire Department***

Name _____, *Chief*

Date _____

Deputy Chief

1. Must meet all general criteria for Chiefs
2. Must have been a Member in good standing for at least five (5) years or obtain a written waiver from the District
3. The Chief must have the following courses or the State, National, College or Military equivalent:
 - a. Essentials of Firemanship, Basic Firefighting Training Course, or Firefighter I
 - b. Fire Attack II, Advanced Firefighting Training Course or Firefighter II
 - c. EVOG
 - d. Haz Mat Operations
 - e. Apparatus Operator-Pump
 - f. Fireground Strategies & Tactics for First Arriving Companies (or equivalent)
 - g. All annually required classes as set by District Policy
4. A Member is allowed to run for office lacking classes, **but** must complete the class within the first term in office (provided they are offered within the County). If the Member elected fails to meet these qualifications by the end of the term, he/she will be ineligible to be elected the following year. The Officer must also further his/her education and training in Firematics throughout the year.
5. Shall serve as acting Fire Chief in the absence of the Chief. This would include responding to and assume or delegate Incident Command of emergency related incidents
6. Deputy Chief must be qualified and proficient to operate all apparatus. If the Deputy Chief at election is not qualified on all apparatus they will have until June 1 (or six months; whichever is later from date of appointment) to become qualified on all apparatus.
7. Shall assist the Chief to plan, direct and supervise through subordinate officers the activities of the fire department
8. Shall assist in the development and/or updating and implementation of Operational Guidelines based on best practices learned for new equipment or improved practices.
9. Shall assist the Chief in training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in fire fighting and rescue procedures as well as insure skill improvement for medical first responders
10. Implement training programs as approved by the Chief
11. Ensure adequate records are kept of all required maintenance and training.
12. Insure logs are kept for all emergency activities
13. Assist in the preparation of an annual budget and long-range plan to the District as required
14. Serve as liaison to the District and provide a monthly report of all Department activities including calls, equipment issues, member activities, training, policy development and fundraising should the Chief be unable to attend

15. Attend a minimum of 5 monthly District meetings in each calendar year
16. Be fully aware of and understanding of all District Policies as set forth in the District Policy Manual.
17. Ensure that all District policies and processes are adhered to.
18. Insure that inquiries and complaints regarding fire department activities or responsibilities are brought to the Chief and District's attention.
19. Support the efforts to develop a fire prevention program including presentations, water sourcing, and identification of significant fire hazards within the District
20. Direct and/or assist in fire investigations at the request of the Chief
21. Participate and direct Department efforts in the local and regional emergency planning process including the Town CRT
22. Actively participate in Association of Fire Chiefs' by attending a minimum of 3 meetings per year
23. Serve as the coordinator for a fire prevention program year round including presentations, water sourcing and identification of significant fire hazards within the District.

*I have read and understand the duties and responsibilities of the position of **Deputy Chief of the Gallupville Volunteer Fire Department***

Name _____, Deputy Chief

Date _____

