

<b>Subject:</b>	<b>FIRE CHIEF</b>
<b>Section:</b>	<b>PPG# 2300</b>
<b>Chapter:</b>	<b>Personnel</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **POLICY**

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The board shall appoint a chief and fix his/ her compensation. The chief shall be responsible for:

1. **Commissioner Relationships.** Performing such services for the district as directed from time to time by the board of commissioners in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the district as established by the board of commissioners.
2. **Fiscal Management.** Preparing budgets and financial reports for review and approval by the commissioners. Providing the commissioners with information regarding proposed modification of budgets for their review and approval.
3. **Board Communications.** Reviewing matters pertaining to personnel and operational procedures. Obtaining approval from the commissioners for the establishment of new positions or the elimination of positions and for changes in policies and procedures.
4. **Policy Development.** Establishing, implementing, enforcing and continually reviewing and updating a policy and procedures manual that will guide the fire district in its daily operations. Staff input should be sought when appropriate.
5. **Needs Assessment.** Analyzing the district's fire problems, and participating in the development of plans and techniques to provide adequate fire protection for the district.
6. **Personnel Management.** Assigning work to staff, holding them responsible for the proper administration of such work, reviewing staff member performance, and making recommendations to the commissioners on a yearly basis on personnel matters that require their attention. Reporting any member who does not or cannot fully and properly perform the duties that he/ she is assigned. Taking necessary personnel action, and reporting to the commissioners as soon as possible the action so taken.

7. **Statistical Reports.** Submitting, maintaining or seeing that information and statistics desired by the commissioners are maintained and available upon request.
8. **Public Relations.** Instituting a public relations program for the district and seeking to constantly improve the image of the district. Making himself or others of his staff available to talk to teach to the various service clubs, schools, or organizations on the subject of fire safety, public education, or about the fire district.
9. **Staff Training.** Instituting and keeping a current training program for all fire district personnel. Keeping the commissioners informed on all progress and problems. Seeing that records are kept on all personnel as it relates to training.
10. **Property Management.** Inspecting and inventorying all property of the fire district and reporting it's status to the commissioners.
11. **Command.** Responding to fires and emergency calls for help as necessary. Directing the use of the personnel and equipment of the district as he deems correct.
12. **Professional Growth.** Attending conferences, schools, seminars and other such functions s necessary to keep abreast of new development sin the fire service.
13. **Supervision.** Supervising all career/ resident/ volunteer personnel. Counseling and disciplining staff whenever necessary while preserving the individual dignity and self worth of the person or persons involved. The authority to discipline all personnel shall include the authority to suspend or reprimand career/ resident/ volunteer personnel. The chief shall also have the authority to recommend to the board of commissioners the termination of employment of all personnel.
14. **Recruitment.** Overseeing the recruitment and selection of volunteer firefighters for the district by use of the Volunteer Recruiting Board. The chief shall oversee the testing and recruiting of all members (career, resident, volunteer) of the district. The chief shall oversee the testing procedure of all officers and make recommendations to the board on all promotions.
15. **Maintenance.** Maintaining custody of all equipment of the district and providing for the maintenance of the equipment, facilities and apparatus.
16. **Comprehensive Evaluation.** Providing an overall evaluation and performance of the district and recommending changes to the board on the effectiveness of the district on an annual basis.
17. **Annual Goals and Objectives.** Annually establish goals and objectives of the department involving input from commissioners, administration, staff,

volunteers and other community members. General goals are as follows:

1. Administration

- a) Provide effective management of district resources by recommending to the Board of Fire Commissioners the adoption of policies and procedures to meet organizational goals.
- b) Provide and strive for improved working relations with other departments to obtain higher productivity and more efficient service delivery.
- c) Provide for the establishment of long-range financial and operational plans for the district.
- d) Provide records system consistent with state and local requirements.
- e) Provide all general administrative services for the district, including
- f) Personnel services, accounting, and purchase recommendations.

2. Suppression/Emergency Medical Services

- a) Provide a cost effective firefighting force.
- b) Provide adequate manpower and equipment to an alarm location within acceptable response times.
- c) Provide a trained EMT force for medical emergencies.
- d) Provide state-of-the-art apparatus and equipment to enable personnel to effectively deal with emergencies.

3. Prevention/Education

- a) Provide public education in fire prevention, life-saving methods, first aid and other district service.
- b) Provide high-level inspection of buildings and to maintain them in a condition meeting current codes and ordinances.
- c) Provide a high quality fire/life safety education program within the local school system.
- d) Provide for the reduction of arson and to establish cause and origin of fires.
- e) Provide a year-round hazard abatement program to eliminate fire

or health hazards.

- f) Provide a program to make the public aware of the importance of clear addresses.

#### 4. Training

- a) Provide coordination of Emergency services training for district members.
- b) Provide up-to-date training in both the fire and EMS fields.
- c) Provide for acceptable standards and levels of training.
- d) Provide a system of advance training for officers.
- e) Provide for the establishment and update as necessary a training records system for all personnel.
- f) Provide for the establishment of a training library that includes audio/visual-training aids.

#### 5. Apparatus and Facilities Maintenance

- a) Provide for the districts fires stations and associated equipment to be maintained in a clean, safe and respectable condition.
- b) Provide safety inspections of all fire stations and facilities.
- c) Provide for the districts assigned vehicles and apparatus to be maintained in a safe, reliable and operational level.
- d) Provide vehicle safety inspections.
- e) Provide for the development of an equipment replacement program.

## **REFERENCES**

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Cross Reference: Policy 2413 Employment Contracts