

# Town of Clayton Fire District

## Chief Officer/Line Officer Job Duties and Qualifications

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### Job Duties for Chief Officers/Line Officers

#### PURPOSE

The document shall outline the job duties of the Chief Officers/Line Officers and define the minimum qualifications for the position of Chief Officers/Line Officers of the Town of Clayton Fire District.

#### 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.” Section 176-a Duties of chief and assistant chiefs of a fire district.

#### POLICY

#### 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 a 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 should delegate responsibilities and duties of running the Company to other officers and members, and then receive reports of the tasks assigned, to see that they are accomplished. The Chief Officers should consider themselves as managers and are responsible for the actions or transgressions of the Line Officers.
3. The Chief Officers shall insure that the companies are operated under the principles of the National Incident Management System, Incident Command System.

4. The Chief Officers shall have training which exceeds the training and knowledge based of the average member of the fire company.
5. The District Chief is appointed annually by the Board of Fire Commissioners. His/her term is limited to 5 consecutive years.
6. The Deputy District Chief is appointed annually by the Bored of Fire Commissioners. His/her term is limited to 5 consecutive years.
7. Assistant Chiefs are elected annually by each individual fire company, subject to the approval of the Board of Fire Commissioners. His/her term is limited to 5 consecutive years.
8. Captains are elected annually by each individual fire company, subject to the approval of the Board of Fire Commissioners.
9. Lieutenants are to be appointed annually by the District Chief and shall be appointed in consultation and consensus with the other elected Officers of the Fire Company's and notification to the Board of Commissioners

#### DISTRICT CHIEF

1. The Chief shall be responsible for the operations, logistics and planning functions of the department at all incidents to which the companies are summoned unless those functions are delegated to others.
  - a. The exception being mutual aid calls where the Chief or the Incident Commander shall be charge of the personnel of Clayton/Depauville Fire Company but will be under the direction of the Agency requesting assistance.
2. The Chief or designee will be responsible for all training, or to arrange for training for the Company's.
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 always ready for use 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. The list shall be presented to the Commissioners no later than August 1<sup>st</sup> of each year, in preparation for the district budget for the next fiscal year.
7. The Chief will give a monthly report of activity at the Board of Commissioner meeting which should include:
  - a. Number and type of calls
  - b. Man-hours
  - c. Average man-hours per call
  - d. Average number of officers per call
  - e. Number of drills & man-hours
  - f. Average personnel at drill

- g. Any other pertinent information
8. The Chief will give an annual report to the Board of Fire Commissioners at the Boards December meeting. The report will include:
    - a. A compilation of all the information in the monthly reports
    - b. An assessment of the condition of the Fire Companies
    - c. Significant accomplishments
    - d. Recommendations/objectives for the upcoming year
  9. The District Chief shall be responsible for submitting NIFRs reports to the Office of Fire Prevention and Control in a timely manner. The District Chief may delegate this responsibility, but they remain primarily responsible.
  10. The Chief will assign to the Officers their duties and responsibilities by way of written Standard Operating Guidelines (SOG's) 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 else releasing information to the media regarding incidents without prior approval of the Chief of 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 who is insubordinate or who acts in a manner detrimental to the Company's and 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. Suspension shall be in writing to the Secretary of the Board and determinations shall be included in the member's personnel file.
  13. The Chief shall see that all personnel protective equipment is inspected at least once annually.
  14. The Chief may designate any officer or member to help accomplish the duties assigned to the Chief but is responsible for the accomplishment of all tasks.
  15. In the absence of the Chief, all powers and duties will pass, by chain-of- command, to the officers in order of rank.
  16. The Chief is appointed by and is 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 District.
  17. 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.
  18. The Chief will be responsible to submit a list of members by classification, compiled by the Company's Secretary, to the Board by March 1<sup>st</sup> of each year for VFBL insurance purposes.
  19. The Chief is expected to be proficient in fire prevention, public relations, agency liaison, fire investigation, incident command and emergency operations planning and strategy.

20. 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.
21. The Chief is expected to provide overall direction of operations while delegating authority for tactical operations to subordinates.
22. The Chief is expected to always exemplify professional conduct and appearance.
23. The Chief is expected to strive to always maintain knowledge and skills at current state-of-the-art levels.
24. The Chief shall meet at least monthly with all the other Line Officers to discuss problems, set objectives, and provide a forum for communications.
25. 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.
26. The Chief shall initiate the appointment of Safety Officer(s), Training Officer(s), Public Information Officer(s), and Lieutenants. 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's and notification to the Board of Commissioners.
27. Upon leaving office, the Deputy Chief shall deliver to the successor all documents related to the position in a neat and timely manner. His/her term is limited to 5 consecutive years.

#### DEPUTY CHIEF

1. It shall be the duty of the Deputy Chief 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 Chief or designee will be responsible for pre-planning all occupancies within the district which may involve a substantial risk as to a life, fire load or value hazards. All pre-planned facilities shall be reviewed annually and shall be used in regular company training. The Deputy Chief will also be responsible for making all such information available to the Company's and Mutual Aid Companies.
4. The Deputy Chief should endeavor to the best of their ability that any request for fire prevention education is satisfied and assign the appropriate staff to satisfy the request.
  - o In addition, shall coordinate and provide fire prevention education materials in the Clayton Central Schools in conjunction with the Depauville Public Safety Committee.
5. The Deputy Chief may delegate to any other member, the duties of the office, but is responsible for their accomplishment.
6. Upon leaving office, the Deputy Chief shall deliver to the successor all documents related to the position in a neat and timely manner. His/her term is limited to 5 consecutive years.

## ASSISTANT CHIEF

1. It shall be the duty of the Assistant Chief 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's objectives.
3. The Assistant Chief may delegate to any other member, the duties of the office, but is responsible for their accomplishment.
4. The Assistant Chief shall ensure that all company equipment is maintained and operational
5. The Assistant Chief shall ensure that the company station is maintained and kept in an orderly fashion.
6. Upon leaving office, the Assistant Chief shall deliver to the successor all documents related to the position in a neat and timely manner. His/her term is limited to 5 consecutive years.

## CAPTAIN

1. The Captain will perform any duties assigned by the which are necessary to achieve the company's objectives.
2. The Captain may delegate to any other member, the duties of the office, but is responsible for their accomplishment.
3. The Captain shall ensure all inventories are completed in a timely manner and submitted annually
4. The Captain shall assist the Assistant Chief with company equipment and station maintenance

## LIEUTENANT

1. The Lieutenant will perform any duties assigned by the chief which are necessary to achieve the company's objectives.
2. The Lieutenant may delegate to any other member, the duties of the office, but is responsible for their accomplishment.
3. The Lieutenant shall ensure that all equipment is clean and in proper working order.
4. The Lieutenant shall complete a company inventory annually
5. The Lieutenant shall assist in setting up training in coordination with the Training Officer or person delegated by the Chief.

## Chief Officer/Line Officer Qualifications

**Note:** Training requirements shall have a 2-year phase in process from the effective policy date. All requirements shall be met to be considered eligible for 2024 elections held in Dec. 2023.

### GENERAL REQUIREMENTS

1. All officers must be at least 21 years with a valid NYS drivers' license in good standing, no exceptions.
2. Shall meet the qualifications listed below. Those designated with an asterisk shall be recommended qualifications.
3. Shall be an accepted member of any fire company operating within the Town of Clayton Fire District.
4. A High School Diploma or Equivalent is preferred but not mandatory
5. Shall be a resident of the Town of Clayton

### TERM LIMITS

1. Candidate shall serve a minimum of two (2) years in the preceding rank before progressing to the next level of leadership.

### CHIEF

1. Firefighter 1 or equivalent
  - a. Training 2000 (IFSTA basic and intermediate)
  - b. Firefighting Essentials and Initial Fire Attack
2. Firefighter 2
3. Haz-Mat First Responder, Operations Level
  - a. If a candidate has taken firefighter 1 this is included in that training
4. Haz-Mat Command\*
5. Emergency Vehicle Operation Course (EVOC)
6. Pump Operator
7. Accident Victim Extrication (or equivalent ex. VROL)
8. Two (2) command/management courses (1 must be emergency services related) PSCIM
9. S.C.B.A. Qualified
10. Current CPR/AED/basic first aid card
11. ICS 200
12. ICS 300\*
13. Truck Company Operations\*
14. Rural Water Operations\*
15. Fire Officer 1
16. Fire Officer 2\*
17. Building Construction Course
18. Shall complete a minimum of 16hrs continuing education per year
19. Shall have performed the duties of Deputy Chief

## DEPUTY CHIEF

1. Firefighter 1 or equivalent
  - a. Training 2000 (IFSTA basic and intermediate)
  - b. Firefighting Essentials and Initial Fire Attack
2. Firefighter 2
3. Haz-Mat First Responder, Operations Level
  - a. If a candidate has taken firefighter 1 this is included in that training
4. Haz-Mat Command\*
5. Emergency Vehicle Operation Course (EVOC)
6. Pump Operator
7. Accident Victim Extrication (or equivalent ex. VROL)
8. Two (2) command/management courses (1 must be emergency services related) PSCIM
9. S.C.B.A. Qualified
10. Current CPR/AED/basic first aid card
11. ICS 200
12. ICS 300\*
13. Truck Company Operations\*
14. Rural Water Operations\*
15. Fire Officer 1
16. Fire Officer 2\*
17. Building Construction Course
18. Shall complete a minimum of 16hrs continuing education per year
19. Shall have performed the duties of Assistant Chief

## ASSISTANT CHIEFS

1. Firefighter 1 or equivalent
  - a. Training 2000 (IFSTA basic and intermediate)
  - b. Firefighting Essentials and Initial Fire Attack
2. Firefighter 2\*
3. Haz-Mat First Responder, Operations Level
  - a. If a candidate has taken firefighter 1 this is included in that training
4. Haz-Mat Command\*
5. Emergency Vehicle Operation Course (EVOC)
6. Pump Operator
7. Accident Victim Extrication (or equivalent ex. VROL)
8. Two (2) command/management courses (1 must be emergency services related) PSCIM\*
9. S.C.B.A. Qualified
10. Current CPR/AED/basic first aid card
11. ICS 200
12. ICS 300\*
13. Truck Company Operations\*
14. Rural Water Operations\*
15. Fire Officer 1\*
16. Fire Officer 2\*

17. Building Construction Course
18. Shall complete a minimum of 16hrs continuing education per year
19. Shall have performed the duties of department Captain or equivalent

## CAPTAINS

1. Firefighter 1 or equivalent
  - a. Training 2000 (IFSTA basic and intermediate)
  - b. Firefighting Essentials and Initial Fire Attack
2. Firefighter 2\*
3. Haz-Mat First Responder, Operations Level
  - a. If a candidate has taken firefighter 1 this is included in that training
4. Haz-Mat Command\*
5. Emergency Vehicle Operation Course (EVOC)
6. Pump Operator
7. Accident Victim Extrication (or equivalent ex. VROL)
8. Two (2) command/management courses (1 must be emergency services related) PSCIM\*
9. S.C.B.A. Qualified
10. Current CPR/AED/basic first aid card
11. ICS 200
12. ICS 300\*
13. Truck Company Operations\*
14. Rural Water Operations\*
15. Fire Officer 1\*
16. Fire Officer 2\*
17. Building Construction Course
18. Shall complete a minimum of 16hrs continuing education per year
19. Shall have performed the duties of department Lieutenant or equivalent

## LIEUTENANTS

1. Firefighter 1 or equivalent
  - a. Training 2000 (IFSTA basic and intermediate)
  - b. Firefighting Essentials and Initial Fire Attack
2. Firefighter 2\*
3. Haz-Mat First Responder, Operations Level
  - a. If a candidate has taken firefighter 1 this is included in that training
4. Haz-Mat Command\*
5. Emergency Vehicle Operation Course (EVOC)
6. Pump Operator
7. Accident Victim Extrication (or equivalent ex. VROL)
8. Two (2) command/management courses (1 must be emergency services related) PSCIM\*
9. S.C.B.A. Qualified
10. Current CPR/AED/basic first aid card
11. ICS 200
12. ICS 300\*

13. Truck Company Operations\*
14. Rural Water Operations\*
15. Fire Officer 1\*
16. Fire Officer 2\*
17. Building Construction Course
18. Shall complete a minimum of 16hrs continuing education per year

#### PERSONAL QUALIFICATIONS

1. Shall meet any length of service requirements as defined by the department by laws
  - a. Training status review is of October 1<sup>st</sup> prior to election
2. All chief officers shall live within the Town of Clayton Fire District
3. All training shall meet the course definitions as listed by the NYS OFPC or nationally accredited equivalent.
4. All officers running beyond a 2<sup>nd</sup> term shall meet the following requirements:
  - a. Must have attended at least 25% of alarms during the previous year
  - b. Must have attended at least 50% of department training(s)
5. Any member running for an officer position for the first time must meet the following requirements in addition to the above stated qualifications
  - a. Must have attended at least 25% of alarms during the previous year
  - b. Must have attended at least 50% of department training(s)

#### EXCEPTIONS

Exceptions will be reviewed on a case-by-case basis the Board of Fire Commissioners.