

TRINITY CENTER VOLUNTEER FIRE DEPARTMENT CHIEF

The Chief is the highest office within the Trinity Center Volunteer Fire Department. As such, the Chief is responsible for all operations and conduct of the fire department in pursuit of the mission of the department.

The Chief may, as appropriate and circumstances warrant, delegate authority and commensurate responsibility for certain functions under the condition that overall responsibility is retained by the Chief.

The Chief is appointed by, and reports to, the Trinity Center Community Services District Board.

The Chief shall exercise leadership within the department that fosters the following:

- 1. The safest possible working environment, whether it is during training and drills or handling emergency calls.**
- 2. Timely and competent responses to all emergency calls.**
- 3. Professional and courteous responses to all persons contacted within the context of departmental operations.**
- 4. Professional, compassionate and dignified treatment of patients, their families and loved ones.**
- 5. Positive relations with all allied agencies.**
- 6. An environment of mutual respect, treatment and appreciation for all departmental members.**
- 7. An environment free of sexual, sexual-preference, racial, ethnic or religious discrimination or harassment**

Specific Duties and Responsibilities

The Chief is Incident Commander for all missions undertaken by the Department where he/she is present. In multi-agency and/or multi-disciplinary incidents in which the ICS designates an IC other than the TCVFD Chief, the TCVFD Chief still remains in charge of all TCVFD personnel. The Chief shall be fully conversant with ICS to ensure that the department uses ICS on all incidents and is able to coordinate and function with allied agencies. In unified command incidents the Chief shall represent TCVFD.

The Chief determines and prioritizes trainings and drills. This will be done in consultation with the Asst. Chief and Captains, as well as with input from firefighter/EMS personnel.

The Chief will track mandated training (such as ICS, HAZMAT, RT-130, etc) and ensure that personnel receive this training in a timely manner. The Chief will ensure that medical training is available to allow all certified medical personnel to maintain their skills and certifications.

The Chief shall create policy as necessary and appropriate. Note: In this context a policy is a written document. If it is not written, it is not a policy, it is a practice. Policies should be drafted, reviewed and discussed with all department personnel prior to adoption to ensure understanding, feasibility and acceptance. It is the responsibility of the Chief to ensure that all policies are legal and in compliance with accepted authorizing agency (NorCal) and industry standards. The TC CSD Board shall have access to all policies. All policies shall be open to the public.

The Chief shall create and maintain operational orders. These are guidelines for operating specific pieces of apparatus and equipment and for handling specific categories of incidents.

The Chief will work with the General Manager and designated Board members to create an annual budget for the fire department. The Chief will support the General Manager in assuring that budgets are met or the CSD board is involved when significant over budget expenses are experienced.

The Chief shall appoint a Medical Director who will assure that proper medical policy and practice are followed and that the department is adequately equipped to provide EMS to the district and response area. (note: the Medical Director will also be responsible for maintaining patient records as well as department personnel medical certification records.)

The Chief shall ensure that all department apparatus and equipment is fully maintained and in a maximum state of readiness.

The Chief will work in concert with the General Manager and the CSD Board to ensure that strategic and tactical Department needs are identified, funded and achieved.

The Chief shall present a report at each CSD meeting on departmental activity for the prior month. Each January the Chief shall prepare and deliver an annual report at the CSD meeting setting forth all departmental activity for the prior year.

The Chief shall maintain an on-going log of all departmental activity, including calls for service, trainings and drills, and miscellaneous details or tasks.

The chief shall initiate and manage departmental public outreach and information programs that will inform, benefit, protect and maintain a positive relationship between the fire department and the community it serves.