

This operating policy establishes the organizational framework of the fire department. The department is organized as a line/staff organization with many of the staff duties being performed by line personnel.

### **A. Force Composition**

1. The East Niceville Fire District is a professional Fire Department composed of paid firefighters. Paid personnel may hold any position from Fire Chief through Firefighter
2. Promotions for paid personnel will be in accordance with paragraph "D" of this Operating Policy.

### **B. Position Duties and Responsibilities**

1. Fire Chief - The Fire Chief shall be the administrative head of the Fire District under the direction of the Board of Fire Commissioners. The Fire Chief's duties shall include but not be limited to the following:

- a) Supervise and document all activities of the Fire District, including firefighting, fire protection and fire prevention; and hire, promote, reprimand, suspend or terminate from employment any paid ENFD firefighter in accordance with Fire District guidelines and policies.
- b) Respond to all structure fires and any other extraordinary emergency within the Fire District and assume command of the firefighting forces. Extinguish all fires with the least possible damage to property by using approved firefighting methods and procedures.
- c) Organize, manage and control the various bureaus, boards, committees, etc., which in the Fire Chief's judgment may be appointed or organized in the best interest of the Fire District. Issue orders and take appropriate measures to put into effect the policy, rules and regulations issued by the Board of Fire Commissioners, and direct and coordinate the application of established policy, rules, regulations, practices and procedures. Assign personnel on or off duty to training programs and activities beneficial or essential to the Fire District.
- d) Recommend to the Board of Fire Commissioners the purchase of equipment and apparatus, disposal of old or out of service equipment or apparatus, and submit an annual budget to the Board of Fire Commissioners. Call to duty all off-duty personnel when necessary. Establish and maintain accurate personnel records, and manage, discipline and train personnel. Write the evaluation reports on all officers. Attend forty hours of continuing education annually, stay current on all related firefighting, fire prevention, and fire protection procedures.

2. Assistant Fire Chief - The Assistant Fire Chief will rank next in authority to the Fire Chief. In the absence of the Fire Chief the Assistant Fire Chief shall assume all duties and responsibilities of the Fire Chief, to include but not be limited to the following:

a) Respond to all structure fires and extraordinary emergencies within the Fire District boundaries and assume command in the absence of the Fire Chief. Assist in planning and implementation of departmental operations including personnel management, training, record keeping and daily business transactions, and witness drills, supervise training, conduct investigations and heed all evidence of neglect or inefficiency, take corrective actions as required, and report findings to the Fire Chief.

b) Conduct periodic inspections of personnel, apparatus and equipment. Take personnel disciplinary actions limited to written letters of reprimand, counseling, verbal reprimand, and recommendations for demotion or termination. Participate in Personnel Review Board actions, as necessary, involving hiring, promotions, demotions and termination, assist in the development of the annual budget, and make recommendations for equipment purchases. Attend forty hours of continuing education annually, and stay current on all related firefighting, fire prevention and fire protection procedures.

3. Captain - The Captain shall be third in command of the Fire District and assume command of their assigned shift. The Captains' duties shall include but not be limited to the following:

a) Assign and disperse all available qualified personnel to cover the emergency, leaving other qualified personnel in the Fire District ready to respond as needed. Advise the driver of the best route to follow, evaluate the emergency scene, and transmit an initial size-up report to Dispatch. Direct the initial emergency actions, and direct subordinates at the scene of an emergency unless command is assumed by a higher-ranking officer. Insure all assigned apparatus and equipment is checked in accordance with Fire District policy and procedures, be responsible for the security of the station and all Fire District property during their tour of duty, and supervise and schedule all assigned shift personnel.

b) Insure all assigned personnel receive the minimum required training hours each month and accomplish all assigned training goals and objectives. If qualified as a Fire Department Instructor, prepare and conduct training courses. Test and maintain all assigned hose and hydrants in accordance with Fire District procedures, and conduct annual service tests on assigned apparatus.

c) Participate in Personnel Review Board actions, as necessary, involving hiring, promotions, demotions and termination. Assist in the development of the annual budget and make recommendations for equipment purchases. Perform pre-fire planning duties and company fire prevention inspections as required. Prepare performance reports on all assigned personnel. Take personnel disciplinary actions limited to written letters of counseling, reprimand, and make recommendations for demotion or termination. Attend forty hours of continuing education annually, attend all required department training, and stay current on all related firefighting, fire prevention, and fire protection, and fire rescue procedures.

4. Firefighters - Firefighters duties and responsibilities shall include but not be limited to the following:

- a) Save lives, protect property and extinguish fires, respond to alarms with the company, operate pumps and auxiliary equipment, lay and connect hose, maneuver nozzles, direct fire streams, raise and climb ladders, use extinguishers, axes, pry bars, hooks, and other assigned Fire District equipment.
- b) Maintain proficiency in the following: fire behavior; portable fire extinguishers; ropes and knots; self-contained breathing apparatus; ladders; forcible entry; rescue; water supplies; fire streams; hoses; ventilation; salvage and overhaul; fire origin and cause; fire suppression techniques; communications; sprinkler systems; first aid; cardiopulmonary resuscitation and fire inspections.
- c) Attend all required Fire District training and stay current on all relative firefighting, fire prevention, and fire rescue procedures, and if qualified as a Fire District instructor, teach classes as necessary.
- d) Be responsible for the safekeeping and proper care and maintenance of Fire District property, and drive assigned fire apparatus to and from emergencies, if qualified as a driver.

### **C. Position Education, Training and Experience Criteria**

#### 1. Assistant Fire Chief

- a) Education: Associates Degree recommended but not required.
- b) Florida Certifications: Firefighter; Fire Instructor; Fire Inspector; Fire Officer.
- c) Experience: Eight years active duty in the fire service.

#### 2. Captain

- a) Education: Associate Degree recommended but not required.
- b) Florida Certifications: Firefighter; Fire Officer
- c) Experience: Five years active duty in the fire service.

#### 3. Firefighters

- a) Education: High school diploma or GED certificate.
- b) Florida Certifications: Firefighter
- c) Experience: None.