

**WESTERN COVENTRY FIRE DISTRICT  
Standard Administrative Procedure**

**1211.01 Duties, Responsibilities and Qualifications of the Chief**

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**1. Purpose**

- 1.1 To set forth the duties and responsibilities of the Chief of the Fire and Rescue Departments of the Western Coventry Fire District.
- 1.2 To set forth qualifications necessary for the position of Chief of the Department.
- 1.3 To set forth the accountability and organizational reporting structure surrounding the position of Chief of the Department.
- 1.4 To set forth the working conditions for the Chief of the Department.
- 1.5 To set forth the Requirements for applying for and being appointed Chief of the Department.

**2. Scope**

- 2.1 The Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

**3. Overview:**

- 3.1 The Chief of the Department reports to the Chairperson of the Board of Directors or in absence of said Chairperson, to the BOD's designee.
- 3.2 The Chief has charge of, will manage and be responsible for the protection of life and property within the Western Coventry Fire District relating to fire fighting, fire safety and emergency medical services.
- 3.3 The Chief has charge of, will manage and be responsible for the enforcement of all laws, ordinances and regulations relating to firefighters, fire fighting, fire safety, emergency medical technicians and emergency medical services.
- 3.4 The Chief has charge of, will manage and be responsible for the routine monitoring and completion of Departmental administrative, maintenance and training functions.

- 3.5 The Chief shall be committed to the mission, vision and values of the District and the Fire Department and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service.
- 3.6 The Chief shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

**4. The Chief's duties and accountability include:**

- 4.1 Fosters and maintains a positive work atmosphere.
- 4.2 Promotes a spirit of cooperation, providing leadership to subordinates.
- 4.3 Making protocols, rules, policies and procedures concerning the operation of the Department and the conduct of all members.
- 4.4 Ensuring that appropriate protocols, rules, policies and procedures are current, that they are made available for easy access by the Department membership, that the membership is kept informed of adoption and/or revisions to these protocols, rules, policies and procedures and that they are strictly enforced.
- 4.5 Assigning subordinates to posts with the approval of the Board of Directors when appropriate, and assigning subordinates to shifts and to duties, and be responsible for their efficiency, discipline, and the exercising of good conduct for the care and custody of all district property used by the Department.
- 4.6 Having the authority to appoint qualified individuals to approved and temporarily vacant officer positions on an interim basis as per the policies of the District in order to maintain the immediate efficiency needs of the Department.
- 4.7 Handles grievances, maintains Department discipline and the conduct and general behavior of Department members.
- 4.8 Coordinating and monitoring all programs designed by the Department to provide emergency service to the District and taking appropriate action to maximize participation and ensuring compliance with Departmental policies regarding absenteeism and conduct.
- 4.9 Taking precedence and entire control of all units and their officers and all members when engaged in the service of the District.
- 4.10 By personal inspection and action or through delegated authority, scheduling and performing routine maintenance in order that all apparatus and equipment is maintained in good condition and available for instant use.
- 4.11 Scheduling, coordinating and monitoring equipment and vehicle maintenance performed by members and contractors.
- 4.12 Collect, recording and monitoring data on all services rendered by the Department. To accomplish this the chief must develop and maintain an effective system of reports and records of personnel actions, alarm responses, fire and casualty reports, fire inspections, fire investigations, personnel training, fire stations, apparatus, equipment maintenance and testing. The Chief shall file such reports as required with appropriate State agencies and reporting all such activity

- to the Board of Directors on a monthly basis (see Appendix A) and to the taxpayers on an annual basis.
- 4.13 Ensuring that the Department's fire/EMS database is maintained in a current status.
  - 4.14 Responsibility for the adequate training of all subordinate members in the performance of their assigned tasks and duties and shall record/document all such training in individual training records maintained for each member.
  - 4.15 Conducting by himself/herself or his/her qualified representative requested smoke detector and other related inspections mandated by the State Fire Marshal throughout the District and reviewing builder's plans for possible certification.
  - 4.16 Preparing plans-of-action (Pre Plans) for fire and/or emergency responses in schools, health-care facilities, places of worship, places of public assembly, commercial establishments, or other high value structures, or uniquely hazardous areas in the District.
  - 4.17 Anticipate the short and long-range requirements and plans for the training, operations, staffing, equipment and emergency needs of the District and the associated short and long-range administrative and operational needs of the Department and making recommendations to the Board as to how to satisfactorily prepare and satisfy these needs.
  - 4.18 By personal inspection and action or through delegated authority ensuring that all District buildings are kept clean and in good repair.
  - 4.19 Having the authority to provide mutual aid and/or detail apparatus outside the boundaries of the District as he or she deems appropriate while not compromising protection within the District.
  - 4.20 Having the power to suspend or terminate any member for any violation, incapacity, neglect, insolence, insubordination, infractions of the Standing Operating Procedures, Standard Administrative Procedures or rules and regulations or failure to follow orders.
  - 4.21 Ensuring that adequate and current personnel records are maintained on all members of the Department.
  - 4.22 Conduct written performance evaluations in accordance with approved protocols, rules, policies and procedures of his/her immediate subordinate officers at a frequency of no less than once annually and shall require that the subordinate officers do the same for their subordinate officers.
  - 4.23 Formulates programs or policies to alleviate operational deficiencies identified within the Department.
  - 4.24 Plans for and reviews specifications for new or replaced equipment.
  - 4.25 Routinely informs the Board of Directors of the operational status and readiness of District apparatus and equipment and annually presents to the Board a capital replacement or procurement plan.
  - 4.26 Preparing and presenting to the Board of Directors the financial needs necessary to maintain the operation of the Department.
  - 4.27 Preparing financial information concerning the annual budget and submit for approval to the Board of Directors.

- 4.28 Maintain appropriate spending of the District funds in accordance with the guidelines set forth in the taxpayer approved budget for the respective fiscal year.
- 4.29 Approval of financial information for payroll and purchasing as outlined in the Standard Administrative Procedures approved by the Board of Directors.
- 4.30 Preparing monthly payroll data on active members for submission to the Treasurer.
- 4.31 Promoting the Department within the Community to include Fire Prevention Initiatives, Fire and EMS Awareness and recruitment of full-time and per diem personnel.
- 4.32 Maintains an active membership in professional organizations, which will enhance the function of the Department.
- 4.33 Responsible for all Department functions of the Chief not herein stated, but as further described in the Charter and By-Laws.
- 4.34 Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.
- 4.35 Attends conferences and meetings to keep abreast of current trends in the field; represents the department at local, county, state and other meetings.
- 4.36 Remaining current in Fire science and EMS Technical Matters, Personnel and Fiscal Management by pursuing appropriate educational opportunities.
- 4.37 Responds to alarms and directs activities at the emergency scene.
- 4.38 Prepares and submits grants applications as they become available to secure funding for fire department equipment and personnel.
- 4.39 Responsible for the scheduling and managing of all employees in a manner that is fair and equitable to both the employee and the District.

**5. Mandatory Qualifications and Certifications Required for the Chief's position and employment criteria:**

- 5.1 Certification as NFPA 1021 Fire Officer 1 or higher with certification to Fire Officer 2 within 12 months of appointment.
- 5.2 State Certification as EMT (Cardiac).
- 5.3 RI Assistant Deputy State Fire Marshal or Deputy State Fire Marshal certification within twenty four (24) months of appointment.
- 5.4 Must have at least four (4) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire and or EMS Captain or higher.
- 5.5 Possess a high school diploma or general equivalency diploma awarded by a State or Federal Education agency.
- 5.6 At a minimum, must possess or be actively pursuing (with the intentions of completing within a reasonable amount of time) an accredited Associate's Degree

- in a relevant field or equivalent education in a field deemed appropriate by the Board of Directors.
- 5.7 Skill in performing operations using apparatus, pumps, hoses, and all other standard firefighting and rescue equipment.
  - 5.8 Skill in driving heavy and light duty trucks.
  - 5.9 Knowledge of maintenance requirements of assigned vehicles, equipment and facilities.
  - 5.10 Thorough knowledge of fire prevention codes and ordinances; fire hazards; methods and techniques of fire inspection; and investigation.
  - 5.11 Skill in performing operations using office equipment common to this Department, to include telephone, mobile radio, pager, computer keyboard, word processing or data entry software, fax, copier and printer.
  - 5.12 Must possess working knowledge of administrative office functions.
  - 5.13 Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.
  - 5.14 Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, The Board of Directors, community officials, and the general public.
  - 5.15 Maintain composure and work effectively under conditions of high stress due to emergency situations and deadlines, performing duties and responsibilities in a manner which reflects professional judgment, appearance, and in conformance with high ethical standards and integrity.
  - 5.16 Ability to deal effectively with people in difficult situations.
  - 5.17 At the discretion of the Board of Directors, should be a qualified voter and resident of the Western Coventry Fire District. This is deemed to be a highly desirable factor in the selection process.
  - 5.18 Must be in full compliance with Standard Administrative Procedure (SAP) 1110.01, Hiring Policy and Procedure.
  - 5.19 Responsible for ensuring that all protocols, rules, policies and procedures of the Department are in compliance with applicable Federal, State and local laws and regulations.

## **6. Work Environment:**

The Fire Chief will perform those physical requirements necessary for essential functions including, but not limited to, regular sitting, standing, walking, and general mobility; continual talking in person, in group presentations, and over the phone to diverse groups of various sizes and natures; keyboarding; infrequent crouching, kneeling, crawling, climbing, limb extension, and all other physical activities required during inspection activities and in non-emergency and emergency situations. This position works primarily in an office setting, but exposure to adverse environmental conditions will be routinely encountered during fire and EMS responses, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required. Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

**7. Required for application and appointment:**

Cover letter and resume with salary history, review of education and experience, appropriate testing and interviews, oral interviews, background check with no felony convictions or disqualifying criminal histories, physical ability, drug screening, motor vehicle record check, final selection and pre-employment medical examination.

Appointees will be subject to a twelve-month probationary period. Requirements of Standard Administrative Procedure #1110.01 (Hiring Policy and Procedure) also apply.

Appendix A

The chief's report to be presented at the regularly scheduled monthly Board of Directors meeting by the chief or his designee must include at a minimum:

1. Call history for the previous month with monthly aggregate comparison to previous year's same time frame.
2. The payroll for the previous month by individual including the duty shift, call and training activity by individual for the previous month.
3. Status of fire-fighter/EMT certification and tuition reimbursement by individual.
4. Mutual aid activity, both rendered and received, for the previous month.
5. Apparatus readiness and maintenance including cause and cost of repairs.
6. Apparatus accidents that took place during the past month.
7. Training that took place during the past month and trainings scheduled for the coming months.
8. Apparatus capital equipment fund report.
9. Apparatus inventory report to include date of acquisition and anticipated date of replacement.
10. Personal injuries that took place during the past month.
11. Interactions with outside public and private agencies during the past month.
12. Complaints registered against the department during the past month.