

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

SECTION JOB DESCRIPTION POLICY J-2

FIRE CHIEF

| | |
|-------------------------------|--|
| Department: | All |
| Supervision Received: | The Fire Chief functions under the general supervision of the Board of Directors. |
| Supervision Exercised: | Supervises all aspects of the District's fire and emergency medical services operations, planning, logistics and finances. Has a high level of delegation in assigning work and responsibility to all divisions and departments of the District. Works at all command levels within ICS. |
| Salary/Wage Status: | Salaried based on qualifications, education and experience using comparable fire/EMS agencies with transporting ALS service. |
| Civil Service Status: | Exempt. Is an "at will" employee, working under a personal services contract with the Board of Directors. |
| FLSA Status: | Exempt-Executive |
| Bargaining Unit: | None |

GENERAL STATEMENT OF DUTIES: The Fire Chief is the Chief Executive Officer (CEO) for the District. Responsibilities include budgeting, planning, coordination, and implementation of all District programs, activities, and policies established by the Board of Directors. The Fire Chief coordinates the operations of the District with other local, regional, and state fire protection agencies and with other governmental agencies. Other duties may include functioning as a Duty Officer and/or Command Officer at emergency scenes and responding as an initial fire/medical responder when alarm activity requires.

The work requires an in-depth knowledge of fire protection principles and practices, administration and management principles, and law related to fire and medical services and related administrative practices. The Fire Chief must possess the ability to deal effectively and collaboratively with career and volunteer personnel, elected officials, other agency personnel, the media, and the general public.

ESSENTIAL FUNCTIONS, SKILLS, KNOWLEDGE, AND ABILITIES:

ESSENTIAL FUNCTIONS: The following list describes a majority of the essential functions of this position.

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

1. Supervises the technical and general operation of the District and assures desired work results are achieved within the constraints of the District Budget.
2. Attends Board of Directors' meetings, budget meetings, and all other meetings necessary for the orderly conduct of District business. Prepares agendas and ensures all required reference materials and documentation are available. The Chief shall keep the Board informed, in timely fashion, of all important events, changes, ongoing projects and proceedings and other important information of the District.
3. Responds to and implements the directives and policies of the Board of Directors.
4. Directs and participates in District planning, organizing, staffing, directing, control, and evaluation functions.
5. Oversees the District's overall personnel system; administers the labor agreement; enforces District rules, regulations, and guidelines; maintains discipline, transmits orders, and conducts performance appraisals.
6. Prepares a proposed annual budget designed to address the operational requirements of the District for Budget Committee's and Board of Directors' consideration and approval.
7. Develops organizational guidelines, rules and regulations, and other standards necessary to implement Board policies and facilitate efficient District operation.
8. Meets with District personnel and other agency personnel to discuss, review, and implement various programs related to District operation and community fire protection.
9. Supports and advises the Volunteer Association in the development, coordination and integration of volunteer activities with District activities.
10. Practices and promotes safe working habits. Investigates reported unsafe working conditions and implements remedial provisions as required.
11. Responds to emergency incidents in the capacity necessary to safely mitigate the emergency.
12. Oversees the Districts fire and EMS training program to insure career, volunteer and staff personnel meet industry standards.
13. Oversees the acquisition and maintenance of fire and EMS supplies and equipment.
14. The Chief shall implement a public relations, information and education program. The Chief or his designee is expected to attend and/or participate in meetings of local government and civic organizations. The Chief shall constantly seek to improve the image of the District.

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

15. The Chief shall develop, in conjunction with the Board of Directors, short-range and long-range goals and objectives, reviewed and revised as necessary at least yearly, for the Fire District. The Chief shall analyze various Fire District services and community needs relating to fire prevention, fire protection and emergency medical services. The Chief shall assure that plans and operations are kept current with the requirements of the Fire District.
16. Performs other duties as may be assigned by the Board of Directors.

Job Responsibilities Related to Patient Privacy

1. The incumbent is expected to protect the privacy of all patient information in accordance with the District's privacy policies, guidelines, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the District's policies and guidelines on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with South Lane County Fire & Rescue.
2. The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other company operations.
3. The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and guidelines on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
4. The incumbent is expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy

SKILLS: Practitioner of basic fire and medical up to and including incident command and control strategy; leading and directing others; working with multiple agencies and priorities; typing, word processing, and the use of computers.

KNOWLEDGE: District administration, principles of public administration, personnel management, budgeting, and local municipal government; principles of fire protection including emergency response; principles of medical care including transport, fire and life safety, and training; District resources, geography, special hazards, and communication systems.

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

ABILITIES: Apply principles of public administration and fire protection to District needs; analyze fire suppression, EMS, and fire prevention needs and address them through the development of realistic budgets; plan and carry out short and long term programs of the District; establish effective working relationships with District personnel, other agency personnel and the public; prepare oral and written reports and documents; coordinate and delegate activities. Ability to perform strenuous physical activity for extended periods.

WORK ENVIRONMENT: Typically work hours are eight (8) hour days, five (5) days a week and additionally often include evening and weekend meetings and other work activities. Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings, field and classroom training, and daily driving. Response to alarms may occur at any time.

JOB QUALIFICATIONS:

Minimum Qualifications:

1. Bachelor degree in fire administration, public administration, or other closely related field or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.
2. Seven (7) years full-time experience with a paid or combined paid/volunteer fire department. At least three (3) years supervisory and administrative experience in a managerial and command position of Captain or higher, or a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.
3. Valid Oregon Driver's license, insurable by District's carrier.
4. EMT Basic

Preferred Qualifications:

1. Master Degree in fire administration, public administration, business management or other closely related field.
2. Proven experience in interagency coordination with other structural and wildland protection agencies.
3. Proven experience working with special districts and municipal governments.
4. Paramedic or previously held Paramedic rating.
5. NFPA Fire Officer IV or Executive Fire Officer (EFO) or Certified Fire Officer (CFO).

Effective: 02-15-2018

Amended:

Reaffirmed: 02-20-2020