

THE GLENHAM FIRE DISTRICT STANDARD OPERATING GUIDELINE AND PROCEDURE	SUBJECT NO. GFD-43-04
DEPARTMENT: Glenham Fire Department SUBJECT: Officer Responsibilities	
<u>CROSS-REFERENCE:</u> GFD-01-2018 Organizational Statement & General Overview; GFD-02-2018 Chain of Command; GFD-03-2018 Establishment of Rank	

Original date of issue: 03/2018

Reviewed:	03/18	02/20					
Revised:							

The Officers of the Glenham Fire District and Slater Chemical Fire Company shall have the following responsibilities in the execution of their duties:

Chief:

1. Oversees all Firematic Operations at the scene of an incident and or training.
2. Acts as a liaison between the Board of Fire Commissioners and the Fire Company.
3. Oversees training schedule for the Department.
4. Sets disciplinary action after careful review of all the facts.
5. Maintains inventory of all District Equipment.
6. Submits annual budget to the Board of Fire Commissioners.

Assistant Chief:

1. In the absence of the Chief, assumes command of an incident and/ or the Chief's duties.
2. Assists Chief in overall fire ground/training operations.
3. Schedules maintenance of apparatus.
4. Maintains apparatus records.
5. Schedules apparatus check nights for Driver/ MPOs.
6. Maintains inventory of all District Equipment.
7. Maintains inventory of all equipment on each apparatus and any additional equipment stored at the fire station.

Deputy Chief:

1. In the absence of the Chief and Assistant Chief, assumes command of an incident and/or the Chiefs (or Assistant Chief's) duties.
2. Other duties as assigned by the Chief or Assistant Chief.

Captain:

1. Oversees the interior operations at a structure fire.
2. If the District Officers are absent, assumes command of an incident.
3. Schedules training for the company.
4. Performs training for the company.
5. Provides monthly reports to the company on the number of incidents and drills for the previous month, and an annual report of members who have not met their annual drill requirements.
6. Maintain the apparatus, apparatus room, and all equipment.
7. Other duties as assigned.

1st Lieutenant:

1. Assists the Captain in his duties.
2. Oversees the Search & Rescue Operations during a structural attack.
3. At the request of the Captain, conducts training for the Company.
4. Maintains an inventory of equipment in the fire station.
5. Other duties as assigned.

2nd Lieutenant:

1. Assists the Captain and 1st Lieutenant in their duties.
2. Oversees fire suppression and or ventilation operations during structure fires.
3. Provides the membership with a list of dates, from the Captain, of drill times, location and subject.
4. Maintains an inventory of equipment on the apparatus.
5. Other duties as assigned.

Safety Officer

Oversees all Firematic Operations from a safety standpoint, constantly monitoring the entire fire ground for potential safety concerns. The Safety Officer(s) have the authority to stop an operation if he/she feels the operation/ or area becomes unsafe. The Safety Officer(s) must report this to the Officer in charge **IMMEDIATELY**. Any order issued by the Safety Officer(s), in this regard, to any firefighter, is to be obeyed. Upon appointment as Safety Officer, he/she must complete both the New York State Firefighter Safety & Survival course and the New York State Incident Safety Officer, or equivalent, within 24 months. The Safety Officer(s) should also have knowledge of Ice/ Cold water rescue and CPR/AED. In the event the Safety Officer(s) is absent, one may be appointed at the scene by the Chief Officer or Officer in charge.

Fire Police Captain:

The Fire Police Captain is in charge of all fire police at an incident. This includes Glenham Fire Police and any mutual aid department fire police that may be called for assistance. He/ she is responsible for incident scene control to aid in the smooth flow of operations without obstructions from civilian bystanders or traffic. The Fire Police Captain is also responsible for the qualifications, training, and equipment for Fire Police personnel.

Fire Police Lieutenant:

The Fire Police Lieutenant will assume the responsibilities of the Fire Police Captain in his absence and assist him in his duties. The Fire Police Lieutenant is responsible for setting up and performing training for the Fire Police and maintaining an inventory of Fire Police equipment that is issued and on the apparatus.

EMS Officer: The EMS Officer is responsible for the EMS training and qualifications of those firefighters involved in the EMS program. The EMS program consists of individuals that are current Paramedics, Emergency Medical Technicians (EMTs), or Certified First Responders (CFRs). He/ she is responsible for overall victim treatment and safety at those incidents requiring medical treatment. He/ she will be responsible for ensuring proper protocols are followed by qualified personnel. He/ She will keep up to date records of firefighter's EMS qualifications. He/ she is also responsible to maintain an inventory of adequate medical supplies on all apparatus deemed necessary by the Chief Officers. The EMS Officer should be a current EMT or higher.

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date