

### Duties of Fire Chief

- Oversees operation of DeKalb County Fire Department
- Communicates and reports to the County Executive and County Legislative Body
- Receives recommendations from the DCFD Executive Committee
- Appoints the following (ranking) officers upon meeting required qualifications:
  1. Captains
  2. Lieutenants
- Presides and conducts departmental meetings
- Keeps officers and members informed of pertinent information
- Authorizes and obtains purchase orders from the County Executive's Office
- Delegates responsibilities as he/she sees fit
- Performs random spot checks of officers assigned responsibilities
- Signs work orders, checks, and invoices requiring authorization
- Makes himself/herself available for public informational programs (schools, civic groups, and media)
- Reports directly to local Sheriff's Department or State Fire Marshal's Office any findings requiring criminal investigation relating to fire incidents
- Authorizes purchases from the Department's fundraising account
- Supervises actions of all members while in performance of departmental activities/functions
- Ensures that at least 6 hands on training sessions are performed each year
- Performance and professional level is to be beyond what he/she expects of membership
- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected
- Provides updated and current list of authorized persons to obtain purchase order numbers to the County Executive
- Serves as Incident Command, or transfers command to another qualified member
- Appoints members to stations, based on staffing needs, after recommendation from individual station

### Duties of Assistant Fire Chief

- Performs all Chief responsibilities during the absence of the Chief
- Works closely with the Chief and other officers to stay informed on departmental actions and to ensure smooth operation of the Department
- Works closely with the Department's Training Officer to provide adequate and safe training for the membership
- Makes himself/herself available for public informational programs (schools, civic groups, and media)
- Works closely with the Chief with investigations of complaints, both internal and external, and criminal investigations relating to fire incidents
- Performance and professional level is to be beyond what he/she expects of membership
- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected
- Serves as Incident Command when Chief is not present, or until command is assumed by Chief

## **Duties of Captain**

- Performs all assigned responsibilities given by the Chief
- Works closely with the Chief and other officers to stay informed on departmental actions and to ensure smooth operation of the Department
- Works closely with the Department's Training Officer to provide adequate and safe training for the membership
- Makes himself/herself available for public informational programs (schools, civic groups, and media)
- Works closely with the Chief with investigations of complaints, both internal and external, and criminal investigations relating to fire incidents
- Performance and professional level is to be beyond what he/she expects of membership
- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected
- Serves as Incident Command when higher ranking officer is not present, or until command is assumed by a higher ranking officer

## **Duties of Lieutenant**

- Performs all assigned responsibilities given by the Chief
- Works closely with the Chief and other officers to stay informed on departmental actions and to ensure smooth operation of the Department
- Works closely with the Department's Training Officer to provide adequate and safe training for the membership
- Makes himself/herself available for public informational programs (schools, civic groups, and media)
- Works closely with the Chief with investigations of complaints, both internal and external, and criminal investigations relating to fire incidents
- Performance and professional level is to be beyond what he/she expects of membership
- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected
- Serves as Incident Command when higher ranking officer is not present, or until command is assumed by a higher ranking officer

## **Duties of Station Commander**

- Maintains station and ensures that equipment is in good working order and supplied
- Schedules station meetings, as needed, to provide information to station members pertaining to business of the department
- Assigns duties, within the station, for members
- Performance and professional level is to be beyond what he/she expects of the station's members
- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected
- Provides financial reports to station members and makes full disclosure of financial documents to members of the station upon request
- Submits all fire incident reports (Exhibit 5) promptly to the Secretary/Treasurer

- Accepts applications for membership (Exhibit 9) and recommends to the Chief for membership acceptance, if applicable
- Completes and submits Monthly Maintenance Checklist (Exhibit 13) and Monthly Vehicle Mileage Log (Exhibit 15) to the Equipment Officer
- Serves as a member of the DCFD's Executive Committee

## **Duties of Secretary/Treasurer**

- Collects, data loads, and transmits fire incident reports using the current fire reporting software within seven (7) days of incident
- Establishes personnel files for each member of the Department where all personnel training, membership, and disciplinary documentation is filed
- Data loads and updates personnel actions (membership, training, etc) in the fire department software program
- Maintains the Department's fundraising account and provides a monthly written financial report
- Signs departmental checks in amounts of \$500 or less. Amounts more than \$500 must include the Chief's signature
- Maintains an adequate supply of all forms used by the Department (Incident Reports, Maintenance/Mileage logs, etc) and makes them readily available to the membership
- Keeps accurate written or taped minutes of all official meetings where business is conducted
- Promptly submits requests for payments from insurance companies
- Promptly provides reports to insurance companies and other requestors who have submitted the applicable report fee
- Collects incoming mail at least 2 times weekly and directs mail to proper recipients
- Keeps all department debts paid timely and refers any questionable charges to the Chief
- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected
- Collects all fire dispatch tickets monthly

## **Duties of Equipment Officer**

- Oversees maintenance operations on all buildings, vehicles, and equipment owned by DeKalb County Fire Department
- Schedules maintenance procedures, both preventative and corrective, on all equipment
- Reviews all monthly maintenance reports and vehicle mileage logs submitted by Station Commanders
- Acts promptly on reports of equipment failure and performs routine and minor repairs at his/her and the Chief's discretion
- Performs maintenance spot checks to ensure proper readiness and safety of all equipment
- Maintains a current and complete inventory of all Department owned equipment with a value of \$100 (non-dispensable items)
- Maintains an adequate stock of routinely needed, small cost supplies (oil, antifreeze, bulbs, fuel additives, etc.)
- Completes, files and updates DCFD Issued Equipment Inventory (Exhibit 11) in member's personnel file
- Keeps Chief informed of any equipment or building deficiencies and needs
- Reports any abusive or negligent treatment of equipment or buildings

- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected

## **Duties of Communications Officer**

- Oversees maintenance operations on communications equipment owned by DeKalb County Fire Department
- Schedules maintenance procedures, both preventative and corrective, on all communications equipment
- Acts promptly on reports of communications equipment failure and performs routine and minor repairs at his/her and the Chief's discretion
- Performs maintenance spot checks to ensure proper readiness and safety of all equipment
- Keeps Chief informed of any communications equipment deficiencies and needs
- Reports any abusive or negligent treatment of communications equipment
- Keeps a current inventory of all communications equipment and where it is assigned, along with records of maintenance and repairs to communications equipment
- Maintains a sufficient supply of pager batteries and issues to members as appropriate
- Performs at least one (1) monthly test of battery back-up on two-way repeater system
- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected

## **Duties of Safety Officer**

- Performs inspections on all departmental equipment to ensure safety
- Promptly reports any safety deficiencies/violations to the Incident Commander or Chief
- Corrects any minor safety infractions immediately
- Works closely with the Department's officers in safety programs with schools, civic groups, and businesses
- Immediately stops any training exercise or fire ground operation when safety measures are violated
- Performs at least one (1) written safety evaluation on each station and vehicle annually
- Reports any negligent actions that compromise safety to the Chief or Incident Commander
- Attends at least 75% of the Department's Officers Meetings
- Continuously reviews operating guidelines and policies and makes recommendations for revisions to ensure the best interest of the Department and our citizens is protected