

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
- Compiles monthly water usage data from incidents and training activities and reports, using Exhibit 48, to applicable water utility districts no later than the 15th day of the following reporting month (example: January's report should be submitted no later than February 15).

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

Duties of Training Officer

- Coordinates and develops monthly training drills.
- Holds trainers accountable for effective training.
- Provides Chief and Secretary items to be included on agendas for monthly officers' meetings/workshops.
- Completes and/or requires completion of training plan for all in-house training activities. Plan will be submitted to the Training Officer for approval at least 2 weeks before training date. Training Officer will review training plans to ensure research, relevance, and course structure is in place so that training is effective and organized. There will be absolutely no "free-lance" training.
- Works with Communications Officer to make sure all trainings are announced **at least 5 days** before the scheduled training date (text messages, web site calendar, emails, etc)
- Makes sure Training Activity Reports are completed in detail.
- Keeps accurate and up-to-date training files updated in personnel folders and department training master files.
- Accounts, verifies, and submits training invoices to the County Mayor's office for payment.
- Evaluates and reports minimum training requirements to the Chief and Executive Committee.
- Completes all training registrations, Training Agreement Forms, and travel accommodations for offsite training.
- Accounts and manages Training Budget and provides budget report at monthly officers' meeting (Executive Committee Session).
- Receives all training certificates, records in personnel and master training files, and provides copies to firefighters.
- Responds to requests for information pertaining to training inquiries.
- Works directly, as the point of contact, with the state fire academy and other outside training resources.
- Communicates any potential or actual training related problems to the Chief.
- Coordinates **at least three (3) training sessions annually** with outside sources (examples: Landing Zone Training, CPR/AED, Caney Fork, MTNG, etc.)
- Plans and schedules **at least 1 water-based training operation per year** involving the DeKalb County Rescue Squad, TWRA, marina operators, and U.S. Army Corps of Engineers.
- Delegates training activities to lieutenants, captains, or firefighters within their assigned scope.
- Recruits trainers when qualified members are not available from inside the department.

- Ensures that all materials and equipment are available for each training session.
- Makes sure training room is organized and comfortable for attendees.
- When DCFD is hosting training course, will periodically visit to ensure accommodations are met.
- Frequently discusses training progress with instructors providing training to DCFD members.
- Reviews all proposed training programs with the Chief prior to announcement.
- Coordinates drug testing and works with drug testing agency to facilitate random testing.
- Performs new firefighter orientation and takes on the role of making sure all new recruits are welcomed into the department.
- Communicates any potential or actual training related problems to the Chief.
- Coordinates automatic aid agreement training and reports any deficiencies to the Chief.