

# Chain of Command

Dartmouth Fire District 2 is a paramilitary structured organization. This type of organization is structured on ranks of positions which are arranged in hierarchical order, designed to facilitate communication and define responsibilities within an organization. All members of Dartmouth Fire District 2 shall work within the chain of command in accordance with Department Standard Operating Guidelines.

## Ranks within Dartmouth Fire District 2

Chief of Department (Chief)

Deputy Fire Chief (Deputy)

Captain

Lieutenant

Firefighter

Inspector (appointed staff position)

## Job Descriptions

### **Chief of Department (Chief)**

The Chief of Department is the chief executive officer of Dartmouth Fire District 2. Duties and authority shall include overall command at fires and emergencies as well as administration and management of the Fire Department.

The Chief shall require the enforcement of all laws, by-laws, ordinances, orders, rules and directives that pertain to the Department. S/He shall take action in the case of any violation of rules or any neglect of duty, brought to his or her attention, and s/he shall issue discipline consistent with the violation, or neglect, when in his or her judgment such violations or neglect warrant it. S/He shall take the necessary action to ensure proper decorum and discipline by members at all times, and s/he shall take the necessary steps to maintain a high standard of efficiency and morale of the department.

The Chief may delegate to a subordinate officer such duties and responsibilities as will assist him or her in administering, managing, or supervising the department, members, apparatus, equipment or stations. Said subordinates shall comply with duties delegated by the Chief.

The Chief, or Officer designated by him or her, shall assure by personal inspection that all personnel and equipment are maintained at their highest point of efficiency.

The Chief shall keep or cause to be kept and maintained, accurate records for personnel, equipment, apparatus, and any other property assigned or purchased by the department.

The Chief shall keep or cause to be kept, a record of all his official acts and correspondence together with an accounting of all reports, receipts and expenditures, and such other records as may be necessary.

The Chief shall issue to each member to the department a copy of these rules, and require that each member sign a prescribed form acknowledging receipt of a copy of same.

The Chief may make special reports on any subject which, in his judgment, should be brought to the attention of the Prudential Committee.

The Chief shall require the keeping and maintaining of up-to-date records relative to inspections, testing and condition of all apparatus and equipment, and also relative to tests of apparatus and equipment after repairs.

The Chief shall prescribe and regulate the response of companies to all fire alarms.

The Chief, when taking command on the fire ground, or at emergencies, shall have sole and absolute command and control of all firefighters and other persons present.

The Chief shall issue orders as he or she deems necessary to expedite the control and extinguishment of fire and establish fire lines or control traffic as it affects the safety of the public.

In the absence of the Chief at a fire, the ranking officer at the scene shall assume command, and exercise such authority until the arrival of a Chief Officer who may then assume command. The first Chief Officer on scene must take command.

The Chief shall, within budgetary limitation, maintain effective fire suppression forces.

The Chief shall comply with all federal and state laws, local ordinances or by-laws as they affect his or her responsibility as Chief of Dartmouth Fire District 2.

The Chief shall, from time to time, issue directives governing duties, assignments, outside details and other operations necessary to the operation of the Fire Department.

The Chief shall supervise the administration of the department by budget preparation, developing and maintaining an effective system of reports and records of personnel actions, alarm responses, fire and casualty reports, fire inspections and investigations, personnel training, quarters, apparatus, equipment maintenance and testing.

The Chief shall develop long range plans for the training, operations, manpower and equipment requirements of the department.

The Chief shall participate in local, regional, state and national conferences and seminars on fire administration, prevention, public education and suppression to maintain a continuing level of professional and technical competence.

### **Knowledge, Skills and Abilities of the Chief of Department**

The Chief of Dartmouth Fire District 2 shall have a thorough knowledge of the modern principles, practices and techniques of fire department administration, organization and operation.

The Chief Shall understand and have the ability to implement modern methods used in fire suppression, prevention, investigation.

The Chief shall have the knowledge and ability to implement principles and practices of public administration, human resource management, employee relations, and municipal financial management.

**Training, Education and Experience**

The training, education and experience required of the Fire Chief shall have been gained through post-secondary education, experience and training in the fields of fire service administration, fire suppression, fire prevention, public fire safety education, emergency operations, or any combination of such training, education and experience.

## **Deputy Fire Chief (Deputy)**

Under the direction of the Chief of Department, the Deputy Fire Chief plans, organizes, directs and administers all operations of the fire department assigned by the Chief within the authority delegated. In the absence of the Chief, the Assistant Chief shall perform all duties of the Chief in a sufficient manner until the return or arrival of the Chief. The Deputy Chief shall be the second-in-command chief officer of the department.

The Deputy Chief may delegate to a subordinate officer such duties and responsibilities that will assist the Deputy Chief in conducting fire department operations and supervising the effective management of fire department.

The Deputy Chief shall have the same responsibilities as the Chief of Department as required by the Chief, in the absence of the Chief.

The Deputy Chief's responsibilities include, but are not limited to, managing fire suppression and rescue operations, planning department-wide activities, functions, fire prevention education, community service and fire protection activities.

The Deputy Chief plans, directs and coordinates the staffing and activities of all personnel

The Deputy responds to emergency incidents and alarms, assigns appropriate personnel, allocates resources and equipment, and supervises all emergency operations until relieved by the Chief.

The Deputy assists in extinguishing fires and other emergency operations when necessary.

The Deputy manages and oversees the safety of fire department personnel and citizens.

Periodically inspects personnel, equipment and facilities to ensure operational readiness.

The Deputy maintains discipline, assures that rules, policies and regulations are observed and takes corrective action when necessary.

The Deputy effectively plans, directs and coordinates assigned programs or projects.

The Deputy provides for the training of personnel at both the individual and companywide level and provides appropriate feedback to personnel

Is familiar with the Department's geographical jurisdiction and area of responsibility such as properties, streets, landmarks, hydrants, etc.

The Deputy confers with the Chief on policy and procedural matters.

The Deputy maintains records, prepares, reviews and edits department reports such as incident and training reports.

The Deputy undertakes or assists with special projects, reports and studies.

The Deputy represents the Department on various interagency committees and community groups.

Possession of a Massachusetts driver's license is required.

### **Knowledge, Skills and Abilities of the Deputy Fire Chief**

The Deputy Fire Chief shall have a thorough knowledge of the modern principles, practices and techniques of fire department administration, organization and operation.

The Deputy shall understand and have the ability to implement modern methods used in fire suppression, prevention, investigation.

The Deputy shall have the knowledge and ability to implement principles and practices of public administration, human resource management, employee relations, and municipal financial management.

### **Training, Education and Experience**

The education, training and experience required of the Deputy Chief shall have been gained through post-secondary education, experience and training in the fields of fire service administration, fire prevention, emergency operations, fire suppression, or any combination of such training, education and experience.

## **Fire Captain**

The Captain responds to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous materials.

The Captain will direct a company of firefighters to the scene, assess, and report on conditions at the scene, develop an action plan, assume command of all firefighting, rescue and public service operations of the company unless relieved by a Chief Officer.

The Captain will manage and perform emergency scene operation involving life-saving and property protection work; conduct size-up, resource request and assignment, confinement, extinguishment, salvage, and overhaul.

The Captain will supervise, plan, evaluate, train, motivate, direct, and participate in the work assignments and activities of firefighters.

The Captain will address personnel matters and apply progressive discipline as appropriate.

The Captain will conduct orientation, training, and practice drills in all phases of fire suppression and related activities to develop and maintain the capabilities, required standards, and readiness of firefighters; conduct training related to fire prevention, public education, accident prevention and department safety practices.

The Captain is responsible for proper maintenance and care of all equipment and apparatus.

The Captain will direct and participate in periodic inspection of same to ensure that all assigned equipment, apparatus and supplies are in a state of readiness and ensure completion of proper maintenance, documentation and repairs.

The Captain will perform administrative duties such as maintaining records, writing reports on the work activities such as fire and emergency reports, equipment maintenance logs as may be required by the Chief or Deputy Chief.

The Captain must be familiar with Department jurisdiction streets, intersections, fire hydrants, water mains, and sprinkler systems; take note of specialized and unusual conditions as required.

The Captain will maintain current knowledge of new firefighting and fire prevention principles, techniques, and methods. Attend, as directed, training sessions and conferences concerning, but not limited to, fire suppression, personnel management, medical and hazardous materials.

The Captain will perform related duties as assigned

## **Knowledge, Skills and Abilities of the Fire Captain**

Thorough knowledge of the organization, functions, policies, rules, regulations and procedures of the department; thorough knowledge of fire suppression and emergency medical principles, practices, apparatus and equipment; thorough knowledge of geographic and properties within Dartmouth Fire District 2.

### **Training, Education and Experience**

The training, education and experience required of the Captain shall have been gained through post-secondary education, experience and training in the fields of fire prevention, public fire safety education, emergency operations, fire suppression, or any combination of such training, education and experience.

## **Fire Lieutenant**

Under the direction of a Captain, Fire Lieutenants are responsible for performing, directing and supervising all activities of the fire station including fire suppression, rescue operations, training and support functions. Lieutenants are company level supervisors who are responsible for the proper operation and maintenance of the apparatus, vehicles and equipment. Additional responsibilities may be assigned by superior officers to meet the operating needs of the Department.

Lieutenants shall assume command of all firefighting and rescue operations until relieved by a superior officer.

Lieutenants are expected to and shall be able to perform all duties required of firefighters.

Direct a company of firefighters to the scene, assess, and report on conditions at the scene, develop an action plan, assume command of all firefighting, rescue and public service operations of the company unless relieved by a senior officer.

Shall respond to all emergency incidents in accordance with Departmental practices, ensure that the driver/operator is operating the vehicle or apparatus in a safe manner.

Manage and perform emergency scene operation involving life-saving and property protection work; conduct size-up, resource request and assignment, confinement, extinguishment, salvage, and overhaul.

Directs and assists subordinates at emergency incidents.

Inspects apparatus, vehicles and equipment, to ensure a state of readiness.

Supervises, plans, evaluates, trains, motivates, directs, and participates in the work assignments and activities of firefighters.

Inspects public buildings, businesses, and places of assembly to identify fire hazards or fire code violations.

Possession of a Massachusetts driver's license is required.

## **Knowledge, Skills and Abilities of the Fire Lieutenant**

Thorough knowledge of the organization, functions, policies, rules, regulations and procedures of the department; thorough knowledge of fire suppression and emergency medical principles, practices, apparatus and equipment; thorough knowledge of geographic and properties within Dartmouth Fire District 2.

## **Training, Education and Experience**

The training, education and experience required of lieutenants shall have been gained through post-secondary education, experience and training in the fields of fire prevention, public fire safety education, emergency operations, fire suppression, or any combination of such training, education and experience



## **Firefighter**

Firefighters are company level members who often perform risky and physically demanding duties under emergency conditions. Firefighters work under supervision, often as a member of a team, to respond to fires and other emergencies. Firefighter duties may include, for example: connecting, pulling, and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke-filled areas; using and maintaining tools and equipment; training; and fire station activities and providing emergency medical care to those in need.

The Firefighter is responsible for general duty firefighting work in combating and extinguishing fires, fire prevention, rescue work, etc.

Work involves responsibility for responding to alarms with a company to assist in combating and extinguishing fires, and for performing housekeeping, drill, care and maintenance of stations, apparatus and equipment and related tasks while maintaining readiness to respond. Work is performed under supervision in accordance with well-established firefighting methods and departmental regulations and procedures.

Firefighting duties involve the performance of hazardous tasks under emergency conditions in protecting life and property, and frequently requires strenuous physical exertion under adverse conditions of smoke, extreme heat, gases and cramped surroundings. Supervision may occasionally be exercised over other firefighters in the absence of an officer.

Responds to alarms with assigned company, drives and operates equipment and apparatus, such as aerial ladder trucks, pumpers, wildland firefighting equipment, rescue boats and Jet ski, and similar firefighting apparatus.

Lays, couples, connects hose, advances hose into burning buildings to direct fog or water streams, uses various heavy stream appliances and extinguishers.

Places, erects and climbs ladders, including aerial ladders, ventilates burning buildings and areas, uses forcible entry tools if necessary to force locked doors, windows, and skylights, and to uses saws to make openings in roofs, floors, partitions and ceilings.

Enters burning buildings to evacuate and rescue persons in danger, raising ladders, stretchers, administer first-aid and resuscitation.

Performs emergency rescue and extrication work in elevator machinery, motors, motor vehicle crashes, drowning and similar accidents under various conditions.

Spreads salvage covers, removes excess water and debris, secure buildings against rekindling, trespassers and weather.

Washes, polishes, greases, tests apparatus and equipment, maintain clean and orderly condition of apparatus.

Receives and transmits alarms and pertinent information, instructions and orders. Attends department sponsored training as required. May be assigned as officer in charge, apparatus operator.

May perform duties of a lieutenant in accordance with these rules when required. Must maintain and provide regular care for all department equipment as directed by the officer in charge.

Holds themselves in readiness at all times, to answer calls and the orders of their superiors.

Properly enforce all laws and ordinances of which the fire department has authority.

Be punctual in attendance, be quiet, civil, and orderly in conduct around the department and performance of duties.

Possession of a valid Massachusetts driver's license is required.

### **Knowledge, Skills and Abilities of a Firefighter**

Thorough knowledge of the organization, functions, policies, rules, regulations and procedures of the department; thorough knowledge of fire suppression and emergency medical principles, practices, apparatus and equipment; basic knowledge of fire prevention codes and compliance methods; thorough knowledge of geographic and properties within of Dartmouth Fire District 2.

### **Training, Education and Experience**

The required education, training and experience required for firefighters shall have been gained through post-secondary education, experience and training in the fields of fire prevention, public fire safety education, emergency operations, fire suppression, or any combination of such training, education and experience

## **Fire Inspector**

The Fire Inspector shall advise the Fire Chief and Deputy Chief on technical matters and act as the appointed authority having jurisdiction (AHJ) on code and safety issues.

Perform inspections as per the Laws of the Commonwealth of Massachusetts and the regulations set forth under 527 CMR, NFPA and applicable regulations in 780 CMR.

Provide technical advice to departmental officers/staff, business owner and the general public on the interpretation or application of the fire safety and building codes and regulations and ensures compliance.

Schedule, coordinates and performs inspections and issues fire permits.

Issues infraction/misdemeanor citations for violations of Fire Code.

Investigates and documents complaints of violation of state and local laws, ordinances and codes.

Notifies appropriate Town Officials of violations under their jurisdiction.

Interpret basic architectural, mechanical, plumbing and electrical plans, blue print drawings, identify code deviations within plans and articulate an appropriate corrective action when necessary.

Establish and maintain inspectional program and pre-planning of buildings. Disseminate information to department officers.

Maintain records for review, inspection and enforcement activities.

Attend Code Review Meetings as scheduled through the Department of Fire Services.

Attends hearings as required.

Participate in required training classes.

The Inspector is expected to and shall be able to perform all duties required of Firefighters

## **Knowledge, Skills and Abilities of an Inspector**

Thorough knowledge of the organization, functions, policies, rules, regulations and procedures of the department; thorough knowledge of fire suppression and emergency medical principles, practices, apparatus and equipment; basic knowledge of fire prevention codes and compliance methods; thorough knowledge of geographic and properties within of Dartmouth Fire District 2.

## **Training, Education and Experience**

The required education, training and experience required for the inspector shall have been gained through post-secondary education, experience and training in the fields of fire prevention, public fire safety education, emergency operations, fire suppression, or any combination of such training, education and experience.