

Bethel Fire Department

Position Descriptions and Responsibilities

B-002

Purpose and Policy

The Bethel Fire Department, that is organized as a military style structure in order to accomplish its mission, utilizes several positions to both categorize members serving in the department, and to fulfill leadership needs both in the department and, most especially, on scene of any event or emergency. Positional responsibilities are listed below in the structure of the Chain-of-Command from top to bottom. Eligibility requirements for each position are listed in the SOG A-003 Qualifications for Officer Positions.

Responsibilities

The base responsibilities for each position are the minimal requirements for membership in the department as laid out in the Bethel Fire Department Policy Manual and SOG A-007 General Conduct Guidelines. All officers will enforce the policies of this Department and the Town of Bethel at all times. Additionally, this department supports the goals of The National Incident Management System (NIMS) and subscribe to all aspects of it including the need for every member to have an understanding of what it is as given under NIMS-100, 200, 700, and 800. Each position must be able to and will actively employ NIMS for any and all events including emergency and non-emergency activities. All members must achieve these study/ course as available online and provide certification in these as issued by FEMA.

These Basic Requirements include:

1. Maintaining a CPR and AED card
2. NIMS
3. A complete set of all policies and an understanding of all Standard Operating Guidelines.
4. Successful completion of a Firefighter 1 course.

Existing officers shall be given a 5-year time period (by 2029) in which to achieve the education requirement for FF1. This will be pro-rated with no more exemptions given after May 1, 2029

DEPARTMENT FIRE CHIEF – Also known as Chief of Department or just Chief, is a command officer and is responsible for the overall operations of the fire department in all events and situations. Among the duties of the Fire Chief are items such as directing emergency scene activities, oversee the training of all employees, conduct fire inspections as needed, and ensure that all personnel and equipment of the Department are ready to serve in the event of any emergency. Also, they will develop and publish within the department a complete set of fire plans per NFPA suggested format for all commercial properties, religious occupancies, schools, governmental buildings, and special need locations.

The Fire Chief shall ensure the active compliance by all members to the Town of Bethel Policies and Rules Manual, The Town of Bethel Fire Department Policy Manual, and any and all current Standard Operating Guidelines. The Chief shall make available and see that training for all officers is conducted regularly on these policies, procedures and guidelines, and for the entire department on an as-needed basis. The Fire Chief is also responsible for the regulations, rules, and laws for all applicable Vermont state statutes, OSHA, and VOSHA regulations.

The Fire Chief shall actively participate in the Advisory Board as laid out. The Chief shall ensure all requests from the Advisory Board are completed in a timely fashion. This includes all functions and mandated needs.

The Chief shall cause to be established the NIMS system of management on each run and at each event, sized and organized as the event requires. Mutual Aid companies responding will be expected to function inside this system as well. The chief shall ensure that all members receive the necessary instruction in the system and the proper certifications for completion.

The Fire Chief shall be required to install a functional Mutual Aid system with appropriate documentation (MOUs, letters, contracts, etc.) indicating the mutual aid (automatic or as requested). The Chief shall also ensure that at least 1 mutual aid training evolution per year in whatever format the Chiefs of all departments feel is needed.

The Fire Chief shall participate in, and support fully, the Emergency Management Agency for the Town of Bethel in the position as defined.

The Fire Chief has the power to delegate any responsibility to any other employee in their department as long as the Chief understands that the Chief maintains ultimate responsibility for the delegated task.

The Chief shall be the departmental representative in all matters that require representation, or as deemed necessary by the Town of Bethel Selectboard.

The Fire Chief shall actively pursue a 5- and 10-year plan for the development of the Fire Department in conjunction with the Advisory Board.

These are the main basic responsibilities of the Fire Chief but the listing here is not all inclusive. Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

Assistant Fire Chief – Also known as the Assistant Chief (AC), is a command officer and is responsible for assisting the Fire Chief in any of their responsibilities and to maintain an understanding of the function of the Chief Officer. In addition, the Assistant Chief shall serve as the de-facto Personnel Manager for the department handling all personnel issues, dealing with discipline, overseeing department function, serving as the Incident Commander on scene, ensure the smooth operation of the department on all scenes and at the station, provide training oversight, and assume command when requested by the Fire Chief or as needed. The AC shall verify all activities and maintenance of all vehicles and equipment and ensure that all officers of rank below AC are acting in accordance to orders and responsibilities as assigned.

Additionally, as all officers are required, the AC shall make certain that all policies and rules as applicable to the Fire Department, are carried out and observed. SOG's are critical to the proper management of the Department and the AC shall ensure these are followed or any deviations needed and proper are allowed and documented.

Any breach of discipline or violation of policy, rules, guidelines or regulations that occur must be documented by the AC and the Fire Chief informed. Copies any written warning must be

provided to the employee committing the offence and to the record of the employee. Additionally, any verbal counseling given to any employee must be witnessed by another officer and an entry filed by the AC to show the subject of the verbal warning and signed by those present along with the date.

On occasion, as is warranted based on need, the AC can assume the position of company officer for fire ground evolutions, training, or any other departmental event for the purpose of supervising employees as well as day-to-day operations.

Must have served in a successful leadership roll previously as a Captain in the Bethel Fire Department or other similar type department, achieving those positional prerequisites.

Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

Captain – The Captain is a company officer position and is responsible for operations of the entire Station answering to the Assistant Chief. The Captain shall ensure that all personnel are assigned to activities in line with their position and standing. They are also tasked with assisting the Fire Chief in their assigned activities and serve a supervisory role on scene. The Captain must insure that all equipment in the station, emergency and non-emergency, is maintained in full functioning mode. Additionally, the Captain shall achieve needed continuing education requirements and is expected to achieve NIMS 300, 400 certifications during their tenure. They should seek out and achieve certification for Fire Officer 2, and consider Fire Instructor 1. The Captain will serve as an instructor on in-house training when requested by the Training Officer and/ or the Safety Officer. The Captain may also serve in a Chief role when requested or at times of extended absence by the officer above this position in order to preserve good order and discipline. The Captain shall also serve as the company Training Officer when that position is vacant.

Must have served in a successful leadership roll previously as a Lieutenant in the Bethel Fire Department or other similar type department, achieving those positional prerequisites.

Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

Lieutenant – This position is a Company Officer position and is responsible for crew management and task direction. The Lieutenant shall assist the Fire Chief in accomplishing their assigned tasks and will serve to supervise a team on scene with a specific responsibility, or may supervise extended operations based on the needs of the Incident Commander. They will serve as an instructor for in-house training evolutions when requested. Additional assignments can be made for extended tasks. The Lieutenant must achieve needed continuing education including NIMS for Public Information Officer, Communications, and Staging Officer. They should seek out and achieve certification as a Firefighter II, Fire Officer 1, Engine and Tanker Operations, and maintain HazMat Awareness and Operations continuing training. The Lieutenant may also serve as the Assistant Training Officer.

Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

Additional offices including Company Safety Officer (SOG G-001) Administrative Clerk, and Training Officer (SOG C-001) are not dependent on rank but appointed by the Fire Chief. On scene Safety Officer is determined at the time of each evolution and will be treated in a separate SOG G-001 Company Safety Guidelines.

Senior Firefighter - Senior Firefighter is determined by time in service as a Firefighter 1 and may assume the duties of a lieutenant when required. On scene, the Senior Firefighter could and should establish Incident Command and assume the role of IC. At all times they will serve as mentors for all members that are new or listed as a recruit before achieving Firefighter 1 certification.

Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

Final Statement

The Officer Corp is the backbone of the Fire Department and as such must be the best they can be. The work they do is critical in the development, implementation, function and work of the department. They ensure all equipment is at a high state of readiness at all times, and that all members are correctly trained on the use of that equipment as well as correct techniques and the knowledge of how to safely handle many situations and emergency evolutions. The abilities of the Fire Department are directly tied to the work they put in and willingness to achieve training and pass on that information. It is hoped and expected that all members will work to achieve these ranks.

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline.

Chief

Date

I have read and understood the SOG B002 for Position Responsibility and my need to follow it to the letter. (Sign Below)

Signature

Date