

	<h1>COMMERCE FIRE DEPARTMENT</h1> <p>Standard Operating Guidelines</p>
	Subject: Appointing of Personnel
	Reference Number: 1.04
	Effective Date: 12/5/2013 Last Date Revised: 8/3/2015
Approved By: Chief Kevin Dean	

Purpose: To set forth and establish a standard, written source of departmental policies and procedures to which department officers shall be elected or appointed.

CHIEF:

Shall be elected by the department and approved by the City Manager / Mayor and City Council. Elections shall be held in conjunction with City Mayor election unless otherwise requested by the department and/or Mayor and City Council. Date and time of election will be determined by the department’s regularly monthly business meeting for the month of November during election year.

Duties: Shall respond to alarms of fires where assigned, called or detailed when available. Shall assume command at a fire and exercise complete control as needed. Upon arrival at a fire, if in his/her judgment he/she needs additional equipment, he/she shall have the authority to call for additional equipment. He/she shall take every precaution to prevent the spread and rekindling of a fire. He/she shall order fire apparatus back in service as soon as it can be released from a fire or the scene of an emergency. Shall see that all rules and regulations including standard operating guidelines are followed and shall promptly report to the officers any sustained charges, any infractions of the rules or guidelines. Through periodic inspection, he/she shall be responsible for making sure officers are performing their responsibilities for care and condition of the buildings, grounds, apparatus and equipment; also the appearance, conduct and efficiency of the personnel.

The Fire Chief is directly responsible to the City Manager. The Fire Chief directly administrates the activities of the fire department. Shall coordinate with other department heads within the city government. The Fire Chief shall report to the City Manager any member of the department who by reason of age, disease, accident or other incompetence, cannot or does not fully or properly perform the duties required of members of the department. Shall serve as overall director of all fire prevention, building inspections, fire investigation and public education.

Chief is responsible for keeping lines of communication open to the City Manager and department members. Any and all information that may affect the city shall be reported accordingly.

ASSISTANT CHIEF:

Shall be appointed by or removed by the Chief and approved by City Manager / Mayor and City Council. Will answer directly to the Chief and carry out all functions in the event of the absence of the Chief.

CAPTAIN/BATTALION CHIEF:

Shall be appointed by or removed by the Chief. Will answer directly to the Chief, and/or Assistant Chief and carry out all functions in the event of the absence of the Chief and Assistant Chief.

LIEUTENANT:

Shall be appointed by or removed by the Chief. Will answer directly to the Chief, Assistant Chief, or Captain and carry out all functions in the event of the absence of the Chief, Assistant Chief, or a Captain.

FIREFIGHTER:

Will be placed on the department by majority vote from the department, removal will be the responsibility of the Chief and his/her officers. Shall attend as many fires to which they may be dispatched or detailed and exert their greatest effort to perform to the best of their ability under any and all circumstances. Will meet all requirements according to Georgia Firefighter Standards and Training Council as well as those by the Commerce Fire Department.

TRAINING COORDINATOR:

Shall be appointed or removed by the Chief of the department. Shall be responsible for carrying out the duties of training department personnel. Shall organize training programs and sessions when needed. Will be responsible for keeping training records up to date.

RECORDING SECRETARY:

Shall be appointed by the Chief. Shall be responsible for recording minutes at all business meetings and other meetings where needed.

FIRE INSPECTOR:

Shall be appointed by the Chief. Shall be responsible for maintaining and adopting latest versions of fire prevention codes, conduct annual inspections on all non-residential buildings, establish and maintain fire prevention programs, provide fire safety education programs for schools and public, establish a juvenile firesetter intervention program, and update pre-fire plans annually. Shall be certified in accordance with the general criteria of *NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plans Examiner*, or equivalent ICC certification.

Duties and Responsibilities:

1. Responsible for all fire inspections of existing commercial building on an annual basis.
2. Provides fire plans review of all documents pertaining to proposed or new construction.
3. Participates as active member in the Development Review Process (DRC).
4. Provides on-site inspections of all new construction to assure compliance with applicable Fire and Safety Codes.
5. Perform inspections for certificates of occupancy as specified by the code in effect.
6. Participates and coordinates the activities of the fire investigation program.
7. Participates and coordinates the activities of the public education program.
8. Coordinates and supervise the activities of the part-time fire inspector and CERT program.
9. Maintains all records and files pertaining to fire protection, inspection, investigation and public education.
10. Works cooperatively with the Building Department to coordinate inspection activities requiring code, etc.
11. Maintain certification required to perform duties according to ISO.