

FIRE CHIEF

PURPOSE OF THE POSITION

The Fire Chief is responsible for organization and direction of the volunteer Fire Department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

SCOPE

The Fire Chief reports to the Township Committee. He/she is responsible for directing the activities of the Fire Department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief is also responsible for ensuring that firefighting equipment is inspected on a regular basis and is in good working order. He/she will develop all policies and procedures concerning fire fighting in accordance with Federal, State, and Local laws or ordinances.

Failure to provide adequate services will endanger the safety of residents and may result in unnecessary injury, loss of life, damage or destruction of property as a result of fire.

RESPONSIBILITIES

The primary responsibility of the Fire Chief is to command all functions of the Department and its personnel

The Fire Chief shall be accountable to the Township Committee for the efficient and effective operation of the Department and for its compliance with all State and Federal laws, Township ordinances, and policies. Specific responsibilities and duties of the Fire Chief include but are not limited to:

1. Develop written administrative rules and directives to maintain and/or enhance the safety, efficiency and/or effectiveness of Department operations.
2. Ensure that all Department personnel comply with Departmental policies, procedures, and directives.
3. Recruitment of new Department personnel as needed and monitor the progress of probationary personnel.
4. Ensure that all personnel are trained, qualified, and equipped to both safely and efficiently perform those duties necessary execute the Department's mission.
5. Schedule regular departmental information meetings and establish training programs to maximize the proficiency of all Department members. These shall include both pre-planning activities and post-incident critiques.

6. Plan for and initiate steps to meet the long-range needs of the Department and emergency services needs of the community.
7. Maintain records on incidence of fire, injuries and loss of property
8. Maintain all training, medical and personnel files as required by Federal, State and local law or ordinance.
9. Review monthly with Fire Department Board Fire Officers the activities of the Department and file a written report with the Township.
10. Prepare and present the proposed annual budget for the operation of the Department to the Township Administrator for submittal to the Township Committee for approval.
 - a. The Chief shall monitor the unencumbered balances remaining in the Department budget.
 - b. The Chief will approve and track all Department purchases according to all Federal, State, and local purchasing laws/rules.
11. Report all unresolved personnel and major operational issues to the Fire Department Board of Fire Officers and where necessary the Township Committee.
12. Ensure that qualified personnel conduct fire inspections and that the fire prevention code is effectively enforced.
13. Take part in monthly Mutual Aide meetings both at the local and county level.
14. Attend Township Committee meetings whenever possible.
15. Ensure that fire inspection and community fire prevention programs are conducted.
16. Assume command of the Department's response to all critical emergencies that endanger the health, safety, and/or property of residents and visitors of the Township.
17. Liaise with the Township Police Department and Office of Emergency Management.
18. Participate as member of Township Safety Committee.
19. Participate and provide input as a member of Township TCC.
20. Develop specific response plans for identified major hazards within the township. This includes hazardous materials incident pre-planning and record keeping required by "Right-to-Know" laws.

21. Ensure that all Department vehicles and equipment are properly maintained and appropriate records kept.
22. Make recommendations on the replacement and/or repair of apparatus to the Township Committee.
23. Investigate any/all accidents, injuries, fatalities, illnesses, and/or exposures involving Department personnel.
24. Insure that the Department's Occupational Safety & Health Program, Risk Management, and Quality Improvement programs are properly executed.
25. Supervise investigations necessary to determine the cause and origin of fires.
 - a. If the cause is of a criminal or suspicious nature, notify both the local law enforcement agency and the County Prosecutor and assist them as needed with investigations.
26. Properly maintain necessary records of Department activities, operations, and personnel and submit records and information to the appropriate agencies when required.
 - a. The Fire Chief shall serve as the Department's Privacy Official as it pertains to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Other Department related assignments as requested by the Fire Department Board of Fire Officers or the Township Committee.