

EGVFD Fire Chief Duties and Responsibilities

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Leadership

As Chief of the Elm Grove Volunteer Fire Department my goal has been to provide our customers with the most efficient and effective service in conjunction with our joint services with a cohesive, dedicated group of professional fire service individuals

Department and Personal Goals – these goals are ideal, being human, we sometimes fall short and need to review our goals, mission and personal value statements from time to time

My goals for the department and the position are as follows:

- Lead by example
- Encourage industriousness, enthusiasm, friendship, loyalty, cooperation, self-control, alertness, initiative, intentness, condition, skill and team spirit
- Respect the opinions and suggestions of others
- Be supportive of individual's goals and assist them in their goal attainment
- Look for effective means of providing the most efficient, cost effective and safe service for our customers and members
- Provide appropriate discipline when warranted in order to correct behavior

Mentoring and succession planning – *Succession Planning Folder*

My goal is to encourage mentoring by the senior members and officers of the newer members and provide a roadmap for the succession of officers and members in order to maintain our high standard continuum of service

Membership Recruitment and Retention – *Recruitment folder*

My goal is to actively pursue various avenues of recruitment, through articles, attendance at various events, etc., in order to maintain a viable and effective service provider. And, provide an environment that recognizes members for their hard work and dedication through various forms of positive reinforcement and group/personal recognition.

Continuing Education

My goal is to encourage the membership to further their fire service education whenever possible

Responsibilities of the Fire Chief per Department Bylaws, Village and State ordinances and statutes

Budgets – *Budget and Finance folder*

- Preparation, presentation and management of the 5 Year Capital and Operating budgets

Operations

- Creating and updating of standard operating guidelines and rules and regulation
- Conduct apparatus and equipment maintenance and testing

Alerting system and communications – *Radios and Communication, pager and Dispatch folder*

- Prescribe and maintain an alerting system for calls for service
- Prescribe and maintain the mobile and portable radios
- Develop and maintain a relationship with Village Staff, Department Heads, Dispatch WCC, and County Chiefs
- Develop and maintain a relationship with vendors

Training – *Training and Fit for Duty folder*

- Provide a training program that meets NFPA and State standards

Safety

- Appoint a Safety Officer and have a Safety Committee elected by the membership
- Have the Safety Officer conduct 2 Committee meetings annually
- Implement the Safety Committee suggestions into the daily operations of the department

Records management – *Computer, Cameras, FH and Microsoft folder*

Provide a means for the retention of call, training, inspection and meeting records

Overall welfare of the department

Provide a safe department environment that facilitates a well-balanced cohesive and efficient firefighting force

Risk Management – *Risk Management Program folder*

Provide an ongoing risk management program

Village Ordinances – *Village Ordinances and State Statutes folder*

Review the Village ordinances housed on the Village website at least annually

Bylaws – *SOGs, Policies, Procedures, and Bylaws folder*

Review and update the Department Bylaws when warranted

SPS 330 and NFPA – *SPS330, SPS314 and NFPA*

Review and comply with SPS 330 Statutes and applicable NFPA recommendation

Chief's Handbook

Review the Wisconsin Chief Officer Guidebook when warranted

2% Dues – *2% Dues Folder*

- Each year the Village receives approximately \$50,000 from the State 2% dues fund for compliance of records management, inspections, operations, safety and public education
- Coordination with the Fire Inspector and the person in charge of records management are key components in the success of passing an audit and receiving the funds. Currently the Fire Chief and the Village Clerk annually log into the audit website and complete a list of compliance related questions in order to receive the 2% dues.
- If an onsite audit is scheduled by the State, it is important to be present and have the Fire inspector and Records Management person attend.

ISO – *ISO and Home Insurance folder*

- Our current ISO rating is 4-4Y. The best rating is 1 and worst 10. We have gone from a 9-10 to a 6-8B, and then to the 4-4Y in approx. 15 years.
- The hard copy ISO surveys are in the filing cabinet

EAP Program – *EAP folder*

- The Village offers an Employee Assistance Program. If a member appears to be in need of assistance, offer him or her, a brochure and direct them to this resource if they are interested.

Department Chairperson

- The department Chairperson is responsible for running the Monthly Meetings

Department Secretary

- The Secretary attends the monthly meeting and takes attendance and the meeting minutes. The minutes are turned into the Chief for review. The Chief turns them into the front office where they are placed in an electronic form. They are emailed to the Chief, who forwards them onto the membership.

Department Treasurer

- The treasurer receives the Drill Payment account balance from the Village Clerk monthly. He/she reviews the account balance, reports the expenditures to the membership at the monthly meeting, and turns the invoices into the Chief for approval and submittal to the Village Clerk.
- The Chief may requests an audit of the department books on an annual basis.

Budgets and Related Items – *Budgets and Financing folder*

5 year Capital budget

- 5 year cap budget 597-0300 type items
 - Apparatus
 - Power and other equipment
 - Repairs to the Station and Tower
 - Replacement of PPE
- Budget preparation
 - Meeting with the Village Manager and Finance Director to present the 5 Year Capital budget
- Presentation to the Finance Committee
 - The budget is presented to the Finance Committee usually in early Sept.
- Manage the spending of the budget
- The Chief requests and receives price quotes, creates purchase orders if over \$1000, orders the items, approves the invoice and submits the invoice along with the signed PO

Operating budget

- Operating accounts and 2016 amounts
 - Paid on Call
 - 523-3200 Apparatus Maintenance
 - 523-3205 Tools and small equipment
 - 523-3300 Uniforms and clothing
 - 523-3400 Communications – pager and radio repairs
 - 523-3500 Dues and subscriptions – State FF, NFPA,

- 523-3520 Fire Prevention – handouts, helmets, etc.
- 523-3530 Fire Training – WCTC classes and other related fire courses

- Budget preparation to include Paid on Call projections for the next year
- Meeting with the Village Manager and Finance Director to present the operating budget

- Presentation to the Finance Committee
- The budget is presented to the Finance Committee usually in mid Oct.

- Manage the spending of the budget
- Same as for the 5 Year Cap. Budget

- **Purchasing and purchase orders**
- The Chief is responsible for the ordering of all apparatus, equipment and supplies
- Purchase order are required for purchases over \$1000.00
- Purchase orders are logged and created on Share Point
- A signed PO by the Chief is submitted to the Village Manager or Finance Director for approval and signature
- Upon receipt of the signed PO the item/s can be ordered

- **Invoice approval and submission**
- Upon receipt of an invoice, the invoice is approved with the Chief's initials, and the account number is placed on the invoice. These are logged for future reference.
- The initialed approved invoice is placed in the Village Clerks mail box in the front office. All invoices need to be submitted at least one week prior to the Board Meeting in order for the invoice to be approved by the Finance Committee and Village Board for payment.
- Every month the Village Clerk posts the General ledger on Sharepoint showing budget expenditures and balances for each department. The fire dept. expenditures are on page 3 and can be printed out.

- **Donations** – *Donation Received, Requested and Given Folder*
 - The Junior Guild and Woman’s Club request a wish list every year from the Village Department Heads
 - Accept donations and send a thank you letter to the donator/s
 - Appropriate the funds for the designated donation request
 - If there is not a designation, use the funds for what the chief deems appropriate
 - Birthday parties at the firehouse are at a cost ofAny checks written are to the Village of Elm Grove. These are deposited into our donation account.
 - Currently there are the following donation accounts:
 - Schmidt Fund
 - Donations
 - Blaedow Family

- **Awards and Recognition** – *Years of Service and May Dinner Folders*
 - Track years of service of the membership on a spreadsheet
 - Select awards to be presented to members at the Annual May Dinner. Currently buying awards at RCB awards on Capital Drive
 - Recognizes members and present the service awards at the Annual May Dinner
 - Swearing in of probationary member is done by the Chief either at the Monthly meeting or another event of the Chiefs choosing

Meetings and Attendance – *Meetings and Reports folder*

- **Department meetings**
 - Monthly – general meeting held on the 1st Tuesday of the month at 1900
 - Officers – meeting to follow the Monthly meeting
 - Chief Officers – held on the 4th Tuesday of the month at 1900

- **County Chiefs** – *County Chiefs folder*
 - The 2nd Wednesday of every month at 1900
 - Encourage other Chiefs to attend
 - County Chiefs retirements, picnic and other events

- **Village Staff meetings** – Chiefs of FD, PD, EMS and Village Manager, Clerk, Finance Director, DPW Director, Library Director, IT Director and Park and Rec. Director – *Village Staff Meetings folder*
 - The 4th Tuesday of every month at 0830

- **Village Board meetings** – *Meetings and Reports folder*
 - May attend to provide Fire Dept. Annual Report at the January meeting on the 4th Monday at 1930

- **Joint Services meetings** – meetings attended by Fire Chief, Police Chief, EMS Chief, Village Manager and maybe the Director of Public Works – *Joint Services folder*
 - Attend Joint Service meetings that maybe held on Zoom teleconferencing

- **Police and Fire Commission meetings** – comprised of community volunteers who hire, promote, discipline and terminate members of the Police and Fire departments – *Police and Fire Commission folder*
 - Attend the annual PFC meeting in May
 - Provide the Fire Dept. Annual Report to the PFC along with a listing of the membership for approval of the roster, new members and promotions

- **Other meetings**
 - Other meeting may include, Public Safety, 4th of July Committee, and or other attendance requested meetings
 - Meet with the Village Manager on a as needed basis
 - Annual review with the Village Manager of the Chief's goal attainment and review of goals for the upcoming year

Reports to Generate

- **Village Board report** – due the Wednesday before the Board meeting
 - Monthly Activity and Run Report and narrative provided to the front office to be included in the Board member packets. The Activity and Run report is created by the Records Manager and placed on the S drive in the Fire Department folder under reports. These reports are printed and placed in the Village Board Member’s packet for the Village Board Meetings.
 - Annual Report provided to the front office to be included in the January Board member packet. The data for the report is provided from a firehouse incident report that is placed in the spreadsheet on the H drive in the *Meetings and Reports folder*.

- **Monthly Meeting report** – a number of these items are presented to the membership in an email update so more time can be devoted to training at the Monthly Meeting – *Meetings and Reports folder*

- Chief items and report
 - Administration
 - Budget
 - Operations
 - Joint Services
 - Dispatch
 - County Chiefs
 - Fire Prevention
 - Village Board
 - Chief’s Report

- **Officer’s Meeting report** – *Meetings and Reports folder*
 - Run the meeting
 - Present Officer related agenda items

- **Chief Officer's Meeting** – *Meetings and Reports folder*
- Update the Chiefs the Village Staff Meeting and any other items for the good of the organization
- **Village Staff report** – *Meetings and Reports folder*
 - Update of department activities
 - Provide NIMS training
- **Police and Fire Commission report** – *Police and Fire Commission folder*
 - Annual report and department member updates
- **Budget reports** – *Budget and Finance folder*
 - 5 year and operating budgets

NIMS Compliance – *Emergency Management, NIMS Agility folder*

- A spreadsheet containing membership NIMS certification is housed on the H drive
- All members must complete the NIMS 700,800 and 100 course
- Captains and Lieutenants complete also NIMS 200
- Chief Officers complete classes above and NIMS 300 and 400
- Certificates of completion are kept in each members personnel file
- Records are reviewed and updated annually

Department Operations

- **Annual Testing and Service– to be schedules by the Chief – *Apparatus and Equipment Repairs, List, Test. folder***
 - Hose
 - Pumps with PM
 - Ladders
 - Compressor
 - SCBA facepieces
 - SCBA flow test
 - SCBA air bottles
 - PPE
 - Apparatus with DPW mechanic
 - TNT unit
 - Apparatus Bay CO system
 - PPE twice per year

- **Other Testing**
 - Weekly apparatus and equipment
 - Quarterly air testing

- **Facility Dude – google it**
 - Enter requested repairs for apparatus, appropriate equipment and facility items on Facility Dude

- **Training and activities**
 - Prepare and annual training schedule for line firefighters, officers and MPO's, enter into the Firehouse Journal
 - May enter up-coming events in the Firehouse Journal

- May send out the Journal in pdf form to the members showing the next two months of activities and trainings
- Develop training lesson plans and visual aids that are retained electronically that can be referenced and used for future training
- PD training
- Dispatch training
- EMS training
- **Membership**
 - Promote and maintain a viable firefighting force
- **Responsibility List**
 - May develop and maintain a responsibility list for the membership
- **Apparatus and equipment repairs – *Apparatus and Equipment Repairs, List Test. folder***
 - Facilitate the repairs of apparatus and equipment either through Facility Dude or contacting the appropriate vendors

Station and Training Tower maintenance and repairs – *Station, Training Tower and Facilities folder*

Review the need for maintenance and repairs on an annual basis and submit major needs through the 5 year capital budget, i.e. station interior painting, concrete apron, tower painting, etc.

- **Public Relations Fire Prevention and Survive Alive – *Public Relations, Press, Prev. and Tours folder***
 - Attend as many PR events as possible
 - Memorial Day Parade
 - 4th of July Display
 - Christmas in the Grove

- Fire Prevention Open House
- Articles for the Elm Leaves
- Articles for the Website
- **Fire Prevention and Survive Alive** – *Fire Prevention and Survive Alive folders*
 - Appoint a member to be the Fire Prevention lead
 - Coordinate and plan with the FP lead the Open House, Tour of the Schools and other fire prevention events
 - Have the fire prevention materials inventoried on an annual basis in mid-summer and place the order
 - Appoint a member to be the lead for Survive Alive
- **Weekly Updates** – *2 Weekly Chief Reports folder*
 - When deemed needed, send out a department update to keep all members informed of any changes and up-coming events.
- **MABAS and Mutual Aid** – *MABAS, Box Cards, and Mutual Aid folder*
 - Review and update the MABAS cards on an annual basis
 - Create any new cards when deemed necessary
- **Communications** – *Radios and Communications, Pagers and Dispatch folder*
 - Keep fellow Officers, members, Village Staff, Department Heads and mutual aid partners abreast of department activities and changes that may impact our or their operations

Records and Documents Management – *Computers, Cameras, FH and Microsoft folder*

- **SOG's**
 - Create and modify all SOG's when appropriate
 - Place the SOG's on the website and on the H drive

- Review SOG's on an annual basis
- Provide the Office Corps with a flash drive of SOG's, rules and regs. etc. which is reviewed updated on an annual as needed.
 - **Personnel hard copy Files**
 - Maintain a folder for each member in the locked file cabinet
 - Each file to contain:
 - Member application
 - Certificates of training
 - NIMS certificates
 - Any other personnel related items
 - **Trainings**
 - Create and maintain a system for trainings attended by all members (Firehouse program)
 - Review the records on a quarterly basis
 - Annual along with the Ethics Forms, review Rules, Regulations and Bylaws
 - **Meetings**
 - Create and maintain a system for meetings attended by members (Firehouse program)
 - **Apparatus and Equipment Weekly and Run Check – *Apparatus and Equipment Repairs, List, Test. folder***
 - The checks are stapled to the Call or Activity sheet as a hard copy record
 - **Calendars**
 - May create, maintain and disseminate a pdf monthly calendar showing Duty Co shifts
 - **Attendance**

- Review attendance on a regular basis and meet with members that are not meeting the minimum requirements to discuss their situation

- **Paid on call** – *Paid on Call, When to Work, Stats folder*
 - Prepare the quarterly POC report after receiving the attendance records at the end of each quarter.
 - Submit the POC report to the Finance Director for review and payment

- **When to Work** - *Paid on Call, When to Work, Stats folder*
 - On a weekly basis log into When to Work and enter the duty shifts and unavailable positions.
 - Make any adjustment to the schedule for conflicting shifts.
 - On a Quarterly basis create a report for the purpose of tallying the unavailable positions taken by a member, and add these totals to the quarterly payroll.

- **Firehouse Program** - *Computers, Cameras, FH and Microsoft folder*
 - The Firehouse program is on the Chief's, Officer's Room, and Chief Naylor's computer. Only one of the two can be logged in at one time. The member-in-charge of records management maintains all electronic personnel records, meeting and training attendance as well as incident reports and fire inspections. The Chief can review these records.

- **Membership Records and Forms** - *Computers, Cameras, FH and Microsoft folder*
 - Maintain the following electronic forms:
 - Activity sign-in
 - Phone list
 - Apparatus and equipment checklists
 - Repair forms
 - Membership application packet forms – application, background check
 - Ethics forms

- Membership email list
- New member forms packet – ethics, direct deposit, W2, I9
- **Rule and Regulations – *SOGs, Policies, Procedures and Bylaws***
 - Review the rules and regulations on a regular basis and make any needed modifications
 - Maintain in electronic form
- **Calls for service**
 - Review the calls for service for accuracy and attendance
- **Safety Committee meetings – *Safety and Accountability folder***
 - Work with the Safety Officer
 - Act upon Safety Committee recommendations
 - File records of the Committee Meetings
- **Testing of apparatus, equipment, and breathing air system - *Apparatus and Equipment Repairs, List, Test. folder***
 - Schedule and review the testing of the apparatus, equipment and breathing air system and facilitate any need repairs
 - File records
- **Hard copies and files**
 - Keep hard copy files for any items that are not retained electronically deemed warranted for future reference
- **Electronic programs, copies and files**
 - **H drive** – backed up on the server
 - Personal Chief drive on the PC
 - Any files left on the desk top may be lost

- **S drive**
- The S drive is a shared drive that houses a fire department folder containing training, Board reports, and other items
- **Share Point** – *on desk top*
- Share Point is a program where department heads can review items as, budgets, purchase orders, etc.
- **Facility Dude** – *google or put on favorites*
- A village staff program that allows a department head to enter needed repair for apparatus, certain equipment and facilities
- A review of submitted and completed repairs can be viewed on the Facility Dude. When a repair is completed an email with repairs completed is received.
- **Website**
- The Village website houses a department members access only tab
- The Chief is responsible for the adding, deleting and updating of the department information
- **Email System**
- Request remote Chief email and VPN file access from the person in charge of IT
- Passwords are in a folder under P in the contact list and in the left filing cabinet in the Website folder

Door Access Code System – *Door Locking System and Keys*

- Employee access is maintained and programmed by the Fire Chief on the Toshiba or designated laptop
- Key fobs are programmed by the Fire Chief for the 7 doors. Door 1 is the FD front entry, 2 is the SW corner, 3 the NE corner, 4 the back door, 5 the Hall Door to the PD, 6 the PD gun room and 7 the Back PD door.
- This may be delegated to the PD when the new ID card system is implemented in 2021

- The EMS Room door is programmed by a member of the EMS

IT – Lorrie Hansen

- The IT Director is in charge of all computers, village server, email etc.
- Work with the Director of IT for any computer issues including email

Fire Inspections and Inspector – the inspector is a part-time position – *Fire Inspections Inspector and Knox Boxes folder*

- INS1 – once per year inspections
- INS2 – twice per year inspections
- The Fire Inspector turns in to the Village Clerk a listing of inspections made. The Clerk in turn invoices the business for these inspections.
- Approve the Inspectors time card which is placed in the Chief's mail box
- Meet with the inspector on a regular or as needed basis to review the inspection process.
- Perform and annual Fire Inspector performance review.
- Inspections of alarm and sprinkler systems are maybe conducted by the Fire Inspector along with the contracted Village Building Inspector. Any fees for these inspections or permits are handled by the front office and not the fire department.

Grants

- The Chief, when possible, will research and write for grants