

**SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT**

**REVISED:** 9/15/2011

**TITLE:** Chain of Command

**POLICY:** # 400

**APPLIES TO:** All Personnel

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**BEHAVIOR AND CONDUCT OF MEMBERS** – A member shall conduct themselves at all times both on and off duty in such a manner so as to reflect favorably on the District. Conduct unbecoming a member shall include that which tends to bring the District into disrepute or reflects discredit upon the member as a member of the District, or that which tends to impede the operation of the District or the member.

**CHIEF OF DEPARTMENT**

**Identification.**

Position Title: Fire Chief  
Immediate Supervisor: Board of Directors

**Job Summary.** Chief in the administration and management of the Fire District. Provides management and direction in emergency and non-emergency situations. Serves as commander for significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents. Directly supervises 3-7 employees and indirectly supervises all personnel during emergency operations. Is Chief of the District’s management team in recommending, development, and administration of goals, objectives, policies, procedures, and the District budget.

**Minimum Requirements.**

- Bachelor’s degree in Fire Science, Business or Public Administration, or related field as determined by the Board of Directors, or equivalent education and experience.
- Ten (10) years experience in a fire department providing both fire protection and emergency medical service with five (5) years of supervisory and managerial experience.
- Firefighter I and II - Missouri Certified
- Fire Officer I and II - Missouri Certified
- NIMS ICS training
- EMT
- Missouri driver’s license by the end of probationary term
- Must establish Fire District residency within ninety (90) days upon completion of 90-day probationary period.

**Principal Duties and Responsibilities.**

- Directly responsible for the overall management of the District.
- Makes recommendations concerning discipline and termination to the Board of Directors.
- Ensures understanding, compliance, and support with District Policies, Standard Operating Procedures, and Standard Operating Guidelines for District personnel.
- Is ultimately responsible for the management incidents.
- Is responsible for the administrative duties of the District.

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- Interacts with other departments, districts, cities and communities.
- Ensures proper personnel training.
- Manages the allocation of resources including budget, personnel, equipment, and apparatus for the continuing operation of the District.
- Performs all other duties as assigned by the Board of Directors of the District.

### **Skills, Knowledge and Abilities.**

- Must have a current, general working knowledge of all fire service tools, equipment and apparatus.
- Will be required to develop a working knowledge of District Standard Operating Procedures, Standard Operating Guidelines, Policies, and record keeping, as well as street locations, hydrant systems, water distribution systems, and District, city and county codes, rules, regulations and legal aspects.
- Ability to follow verbal and written orders, and conduct verbal and written communication, and make immediate and informed decisions during emergency situations.
- Ability to interact in an approachable, positive, and professional manner with subordinates, superiors, public, and outside associates.
- Ability to effectively lead, supervise, and train Fire District personnel in emergency and non-emergency operations to accomplish the mission of the District.
- Knowledge of grants, budgeting procedures, specifications preparation, and financing programs for the purchase of apparatus, buildings, property, and equipment.
- Must have a good understanding and working knowledge of rural water supplies, per NFPA 1231.
- Ability to utilize and understand computers and modern technology associated with the operation of the District.
- Must have the physical ability and knowledge to perform all common fire service practices and techniques.
- Needs to be able to follow through with directives and agendas promptly.

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**ASSISTANT CHIEF – OPERATIONS**

**Identification.**

Position Title: Assistant Chief – Operations

Immediate Supervisor: Fire Chief

**Job Summary.** Provides assistance in overall administrative management of District operations, with direct management responsibility of the Fire District’s operations division. Provides management in emergency and non-emergency situations. Serves as commander for significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents. Indirectly supervises 3–7 employees and approximately 20-30 during emergency operations. Serves as a member of the District’s management team in recommending, development, and administration of policies, procedures, and District budget.

**Minimum Requirements.**

- Associate’s degree in Fire Science or equivalent education and experience.
- Seven (7) years in a municipal fire department or fire protection district providing both fire protection and emergency medical services, with four (4) years of supervisory and managerial experience.
- Firefighter I and II - Missouri Certified
- Fire Officer I and II - Missouri Certified
- NIMS ICS training
- EMT
- Missouri driver’s license
- Must establish Fire District residency within ninety (90) days upon completion of the 90-day probationary period.

**Principal Duties and Responsibilities.**

- Directly responsible for operations of fire and emergency operations. Directs operations for fire suppression, rescue and other services provided by the District.
- Directly responsible for all records and record keeping pertaining to the operations division.
- Provides leadership and personnel management for District personnel. Makes recommendations concerning discipline and termination.
- Ensures understanding, compliance, and support with District Policies and Standard Operating Procedures for District personnel.
- Responds to, as well as serves as Incident Commander for, significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents.
- Ensures continuity of company operations to ensure effective operations of the District resources.

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- Performs various administrative duties, including completing evaluations, conducting scheduling, reviewing reports, and preparing memorandums and correspondence of the District.
- Serves as a member of the District's management team regarding Policies, Standard Operating Procedures, and budgetary issues.
- Interacts with other departments, districts, cities, and committees.
- Instructs and trains personnel in District operations, management changes, and new procedures.
- Manages the allocation of resources, including personnel, equipment, and apparatus for the continuing operation of the District.
- Maintains skills in all operation areas of a lower rank within the District.
- Manages one or more administrative areas in the operation of the District.
- May assume duties of Chief during his absence, which may include coordinating operations during District-wide emergencies and disasters.
- Performs all other related duties as assigned.

### **Skills, Knowledge and Abilities.**

- Skills in modern fire suppression and emergency medical service activities, rescue operations, hazardous materials, fire prevention and education, incident command, apparatus maintenance, leadership and management.
- Skills in the operation of modern fire and emergency medical service equipment and apparatus.
- Skills in leadership, human behavior, written and oral communications, community relations, motivational techniques, management and incident command.
- Knowledge of District Standard Operating Procedures, Policies, conduct, record keeping, street locations, hydrant systems, water distribution systems, District, city and county codes, rules, and regulations.
- Ability to follow verbal and written orders, and conduct verbal and written communications, and make immediate and informed decisions during emergency incidents.
- Ability to interact professionally with subordinates, superiors, public and outside associates in a positive manner.
- Ability to effectively lead, supervise, and train Fire District personnel in emergency and non-emergency operations, to accomplish the mission of the District.
- Ability to utilize and understand computers and modern technology associated with the operation of the District.
- Knowledge of management principles, leadership styles, and administrative procedures.
- Knowledge of budgeting procedures and specification preparation for the purchase of apparatus, equipment, and supplies.
- Ability to perform all physical tasks necessary to complete all of the above duties in both emergency and non-emergency situations.

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**DEPUTY CHIEF – TRAINING**

**Identification.**

Position Title: Deputy Chief – Training  
Immediate Supervisor: Fire Chief

**Job Summary.** Provides direct management responsibility of the Fire District training division. Indirectly supervises 3-7 employees. Serves as a member of the District’s management team in the recommendation, development, and administration of policies, procedures, and District budget.

**Minimum Requirements.**

- Bachelor’s degree in Fire Science or equivalent education and experience.
- Six (6) years experience in a municipal fire department or fire protection district providing both fire protection and emergency medical services with three (3) years of supervisory and managerial experience.
- Firefighter I and II - Missouri and/or International Fire Service Accreditation Congress (IFSAC) Certified
- Fire Officer I and II – Missouri and/or IFSAC Certified
- Fire Service Instructor I and II – Missouri and/or IFSAC Certified with considerable instructional experience
- NIMS ICS training
- EMT – Basic Level (additional consideration given for Paramedic credentials)
- Missouri driver’s license (out-of-state applicants must obtain within 180 days of hiring)
- Hazardous Materials Operations Level (additional consideration given for Technician credentials)
- Must establish Fire District residency within ninety (90) days upon completion of the 90-day probationary period.

**Principal Duties and Responsibilities.**

- Directly responsible for operations of the training division.
- Directly responsible for the drafting of policy and procedures, as related to the training division, for Fire Chief approval.
- Directs training for fire suppression, rescue and other services provided by the District.
- Directly responsible for all records and record keeping pertaining to the training division.
- Provides leadership and personnel management for District personnel. Makes recommendations concerning discipline and termination.
- Directly responsible for the development and delivery of training necessitated by changes to District Policies or Standard Operating Procedures.

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- Responds to, as well as serves as Incident Commander for, significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents, as prescribed in the District's Duty Chief Policy.
- Directly responsible for consistent uniform training throughout the District.
- Performs various administrative duties including completing evaluations, scheduling, reviewing reports, and preparing memorandums and correspondence for the Training Division.
- Serves as a member of the District's management team regarding policies, Standard Operating Procedures, and budgetary issues.
- Interacts with other departments, districts, cities, and committees.
- Maintains skills in all operation areas of a lower rank within the District.
- In the absence or incapacitation, for any reason, of the Chief or designee, the Deputy Chief of Training shall assume control of the Fire District and perform duties and exercise the power incidental of the office of the Chief in such order or presence as may be indicated.
- Successfully completes training required to remain current on emergency services related topics.
- Performs all other related duties as assigned by the Fire Chief.

### **Skills, Knowledge and Abilities.**

- Skills in modern fire suppression and emergency medical service activities, rescue operations, hazardous materials, fire prevention and education, incident command, apparatus maintenance, leadership and management.
- Skills in the operation of modern fire and emergency medical service equipment and apparatus.
- Skills in leadership, human behavior, written and oral communications, community relations, motivational techniques, management and incident command.
- Knowledge and understanding of NFPA 1403: Standard on Live Fire Training Evolutions.
- Knowledge and understanding of District Standard Operating Procedures, Policies, record keeping, street locations, hydrant systems, water distribution systems, District, city and county codes, rules, and regulations.
- Ability to follow orders, communicate effectively, make immediate and informed decisions during emergency situations.
- Ability to implement an incident command system for managing emergency incidents.
- Ability to interact professionally with subordinates, superiors, public, and outside associates in an effective manner.
- Ability to effectively lead, supervise, and train Fire District personnel in emergency and non-emergency operations, to accomplish the mission of the District.
- Knowledge and understanding of management principles, leadership styles, and administrative procedures.
- Ability to utilize and understand computers and modern technology associated with the operation of the District.

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- Knowledge and understanding of budgeting procedures as it relates to training requirements.
- Ability to perform all physical tasks necessary to complete all of the above duties in both emergency and non-emergency situations.

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### **FIRE MARSHAL**

#### **Identification.**

Position Title: Fire Marshal

Immediate Supervisor: Fire Chief

**Job Summary.** Includes inspection of new and existing structures, plan review, code enforcement, fire investigations, and oversee public relations activity. Shall be a member of the general staff and will assist in the administration according to the District Policy.

#### **Minimum Requirements.**

- Firefighter I and II - Missouri and/or International Fire Service Accreditation Congress (IFSAC) Certified
- Fire Officer I and II – Missouri and/or IFSAC Certified
- Fire Inspector - Missouri and/or IFSAC Certified
- Fire Investigator - Missouri and/or IFSAC Certified
- NIMS ICS Training
- EMT
- Missouri driver's license (out-of-state applicants must obtain within 180 days of hiring)
- Must establish Fire District residency within ninety (90) days upon completion of the 90-day probationary period.

#### **Principal Duties and Responsibilities.**

- Shall be the chief enforcement officer for the enforcement of codes, ordinances and regulations of the Fire District and shall have the power to sign complaints before any court or other proper authority for the violation of any District code, ordinance or regulations.
- Shall serve under the direction of the Fire Chief.
- Performs all other related duties as assigned by the Fire Chief.
- Shall attend all Officers' Meetings and report on activities of the Fire Prevention Bureau and any problems in relation to Fire Prevention and Fire Investigation.
- Shall be responsible for plan review of any construction within the Fire District to ascertain that buildings are to be erected in accordance with Fire District adopted codes and ordinances.
- Shall upon reviewing and approving building plans, keep records of all permits written, permits issued and fees collected.
- Shall inspect, or direct to be inspected, all public commercial buildings and occupancies to ascertain compliance to all appropriate building, fire prevention and life safety codes.
- Shall be in charge of the Fire Prevention Bureau and shall supervise the dissemination of the public information of Fire Safety and Fire Prevention.
- Shall recommend to the Fire Chief the appointment of Inspectors and assign duties to and supervise any such Inspectors that are appointed. Shall work closely with the Training

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Officer in forming a training program for firefighters in inspection and fire prevention.

- Shall cause to be prepared, preplans of buildings in the District that provide conditions that would be hazardous to the general public and firefighters in time of emergency.
- Shall be responsible for making routine rough and final inspections of new construction in the District to ensure that such construction is according to code and approved plans.
- Responds to, as well as serves as Incident Commander for, significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents, as prescribed in the District's Duty Chief Policy.
- Serves as a member of the District's management team in the recommendation, development, and administration of policies, procedures, and District budget.

### **Skills, Knowledge, and Abilities.**

- Skills in modern fire suppression and emergency medical service activities, rescue operations, hazardous materials, fire prevention and education, incident command, apparatus maintenance, leadership and management.
- Skills in the operation of modern fire and emergency medical service equipment and apparatus.
- Skills in leadership, human behavior, written and oral communications, community relations, motivational techniques, management and incident command.
- Knowledge of District Standard Operating Procedures, Policies, conduct, record keeping, street locations, hydrant systems, water distribution systems, District, city and county codes, rules and regulations.
- Knowledge of management principles, leadership styles, and administrative procedures.
- Ability to follow verbal and written orders, communicate effectively, and make immediate and informed decisions during emergency incidents.
- Ability to interact professionally with subordinates, superiors, public and outside associates in a positive manner.
- Ability to utilize computers and modern technology associated with the operations of the District.
- Ability to prepare budget for segments within the Fire Marshal's office
- Ability to perform all physical tasks necessary to complete all of the above duties in both emergency and non-emergency situations.

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### **BATTALION CHIEF**

#### **Identification.**

Position Title: Battalion Chief  
Immediate Supervisor: Assistant Chief  
Immediate Reports: Captains

**Job Summary.** Provides assistance in overall administrative/operational management of District operations, with direct management responsibility for assigned District. Provides leadership, management and supervisory direction in emergency and non-emergency situations. Serves as Incident Commander on incidents such as emergency medical, fire, rescue, hazardous material and emergency situations. Indirectly supervises 3-7 officers and approximately 20-30 fire personnel during emergency operations. Serves as a member of the District's leadership team in recommending, development, and administration of policies and procedures for a progressive fire agency. Provides leadership and supervision in one of three areas of responsibility - Logistics, Maintenance, or Emergency Medical Service.

#### **Minimum Requirements.**

- Firefighter I and II - Missouri Certified
- Fire Officer I and II - Missouri Certified
- Fire Service Instructor I - Missouri Certified
- NIMS ICS Training
- First Responder/EMT Preferred
- Missouri driver's license
- Five (5) years in a municipal fire department or fire protection district providing both fire protection and emergency medical services

#### **Principal Duties and Responsibilities.**

- Directly responsible for operations in assigned District.
- Directs operations and administration of assigned geographical area and District assets.
- Directly responsible for all documentation.
- Provides leadership and personnel management for assigned personnel.
- Makes recommendations concerning assignments, promotions, education, and discipline.
- Ensures understanding, compliance and support of District policies and standard operating procedures.
- Responds to calls for service and provides leadership/management and serves as Incident Commander when required.
- Ensures continuity of company operations to ensure safe and effective use of District resources.
- Performs various administrative duties as assigned.
- Interacts with the public and allied agencies.

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- Instructs and trains personnel in District operations.
- Performs other related duties as assigned.

**Skills, Knowledge, and Abilities.**

- Skills in modern fire suppression, rescue and emergency medical service activities, hazardous materials, fire prevention, public safety education, incident command, apparatus maintenance, leadership and management.
- Skill in equipment operation.
- Skills in leadership, human behavior, written and oral communications, community relations, motivational techniques, management and incident command.
- Knowledge of District Standard Operating Procedures, Policies, conduct, record keeping, incident documentation, street locations, hydrant systems, water distribution systems, District, city and county codes, rules and regulations.
- Ability to follow oral and written directions and orders.
- Make immediate and informed decisions during emergency situations.
- Ability to interact professionally and positively with subordinates, peers, public, allied public safety agencies and officers.
- Effectively lead and train Fire District personnel in emergency and non-emergency operations.
- Knowledge of management and leadership styles and principles and determine appropriate style for given situation.
- Ability to utilize computers and other modern business office equipment.
- Ability to physically perform all tasks associated with a modern progressive fire agency.

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**CAPTAIN**

**Identification.**

Position Title: Captain  
Immediate Supervisor: Battalion Chief  
Immediate Reports: Lieutenants/Firefighters

**Minimum Requirements.**

- Firefighter I and II - Missouri Certified
- Fire Officer I - Missouri Certified
- Fire Service Instructor I - Missouri Certified
- NIMS ICS Training
- First Responder/EMT Preferred
- Missouri driver's license
- Must live within the area he/she is to serve
- At least three (3) years experience in a municipal fire department or fire protection district providing both fire protection and emergency medical services. (Preferably within the SSCFPD).
- Must be a member in good standing

**Principal Duties and Responsibilities.**

- Directly supervises assigned station during non-emergency and emergency situations.
- Accurately analyze situations, assume command or other functions of the Incident Management System.
- Maintain accurate Fire District records (training records, maintenance records, alarm reports, etc.).
- See that all assigned apparatus is maintained in a response ready mode.
- See that the assigned station is maintained and kept in presentable conditions at all times.
- Enforces District Policies and Standard Operating Procedures/Guidelines.
- Perform other duties as assigned by his/her Battalion Chief.
- Be a team player and leader that is willing and capable of carrying out the mission of the Southern Stone County Fire Protection District.
- Officers shall hold office until they are relieved of their duties, promoted, or resign from their duties.
- Officer vacancies will be filled from an eligibility list that is established annually by an Assessment Center.

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**LIEUTENANT**

**Identification.**

Position: Lieutenant  
Immediate Supervisor: Captain  
Immediate Reports: Firefighters

**Minimum Requirements.**

- Firefighter I
- First Responder
- NIMS ICS Training
- Missouri driver's license
- Must live within the area he/she is to serve
- Minimum of two (2) years experience in a municipal fire department or fire protection district providing both fire protection and emergency medical services. (Preferably within the SSCFPD)

**Principal Duties and Responsibilities.**

- Directly supervises assigned station during non-emergency and emergency situations in the absence of or at the direction of the Captain.
- Accurately analyze situations, assume command or other functions of the Incident Management System.
- Maintain accurate Fire District records (training records, maintenance records, alarm reports, etc.).
- See that all assigned apparatus is maintained in a response ready mode.
- See that the assigned station is maintained and kept in presentable conditions at all times.
- Submit station training schedules to training coordinator as requested.
- Interprets and enforces District Polices and Standard Operating Procedures/Guidelines.
- Perform other duties as assigned by his/her Captain or Battalion Chief.
- Be a team player and leader that is willing and capable of carrying out the mission of the Southern Stone County Fire Protection District.
- Officers shall hold office until they are relieved of their duties, promoted or resign from their duties.
- Officer vacancies will be filled from an eligibility list that is established annually by an Assessment Center.

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**CAREER FIREFIGHTER**

**Identification.**

Position: Career Firefighter

Immediate Supervisor: Lieutenant

**Minimum Requirements.**

- Basic Firefighter
- Firefighter I – Missouri Certified
- First Responder/EMT Preferred
- NIMS ICS Training
- Missouri driver’s license
- High School Diploma or GED, or still enrolled in High School

**Principal Duties and Responsibilities.**

- Carry out duties and alternate assignments as directed by the IC, Chief, or Assistant Chief.
- Report directly to the IC or Station Captain for assignments.
- Follow all District Policies and Standard Operating Procedures.
- Inform the IC when they are unable to perform assigned tasks at a fire scene (i.e. ventilating roof, entering structure, etc.), with which they feel undertrained or uncomfortable. If the IC is notified, then disciplinary action CANNOT be enforced for disobeying orders.
- Maintenance and minor repair work of apparatus, which is to be kept in a cleaned and constant state of readiness. (In the event of major repair work, he will notify his Station Captain and Dispatch at once).
- Document information in the truck log and file necessary incident reports.

**Skills, Knowledge, and Abilities.**

- Knowledge of the normal operations of the apparatus as prescribed by manufacturer’s operational and specification manual.
- Knowledge of all equipment on apparatus and its location and condition.
- All members shall keep themselves familiar with the condition and location of fire hydrants, roads/streets, and equipment, so that they can determine the safest and quickest manner of response to all incidents.

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**NON-CAREER FIREFIGHTER**

**Identification.**

Position: Non-Career Firefighter  
Immediate Supervisor: Lieutenant

**Minimum Requirements.**

- Basic Firefighter
- First Responder/EMT Preferred
- NIMS ICS Training
- Missouri driver's license
- High School Diploma or GED, or still enrolled in High School

**Principal Duties and Responsibilities.**

- Carry out duties and alternate assignments as directed by the IC, Chief, or Assistant Chief.
- Report directly to the IC or Station Captain for assignments.
- Follow all District Policies and Standard Operating Procedures.
- Inform the IC when they are unable to perform assigned tasks at a fire scene (i.e. ventilating roof, entering structure, etc.), with which they feel undertrained or uncomfortable. If the IC is notified, then disciplinary action CANNOT be enforced for disobeying orders.
- Maintenance and minor repair work of apparatus, which is to be kept in a cleaned and constant state of readiness. (In the event of major repair work, he will notify his Station Captain and Dispatch at once.)
- Document information in the truck log and file necessary incident reports.

**Skills, Knowledge, and Abilities.**

- Knowledge of the normal operations of the apparatus as prescribed by manufacturer's operational and specification manual.
- Knowledge of all equipment on apparatus and its location and condition.
- All members shall keep themselves familiar with the condition and location of fire hydrants, roads/streets, and equipment, so that they can determine the safest and quickest manner of response to all incidents.

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**EMERGENCY MEDICAL SERVICES**

The purpose is to provide rapid emergency medical care for citizens. Fire/Emergency Medical Services will respond to serious and life threatening emergencies to minimize hazards to life and limb, and to provide a vital link in the assessment and treatment of ill and injured persons prior to ambulance arrival.

**EMS COORDINATOR**

**Identification.**

Position: EMS Coordinator  
Immediate Supervisor: Fire Chief

**Minimum Requirements.**

- Firefighter I & II – Missouri Certified
- Missouri Fire Officer I
- Missouri Fire Service Instructor I and/or EMS I/C - Missouri Certified
- EMT-B or higher – Missouri Certified
- Minimum of three (3) years experience in an EMS system
- CPR Instructor (American Heart Association)
- NIMS ICS Training
- Minimum of three (3) years experience in a municipal fire department or fire protection district providing both fire protection and emergency medical services

**Principal Duties and Responsibilities.**

- Oversee the EMS Responder Program.
- Continually review District Standard Operating Procedures, Policies, and protocols for change or updating.
- Report directly to the Fire Chief.
- Be responsible for the overall function of the Responder program.
- Act as liaison between the EMS Responders, Fire Chief, Medical Director and area ambulance services.
- Maintain all Responder records and personnel files.
- Maintain an adequate inventory of supplies and equipment.
- Make a monthly report to the Fire Chief on Responder activities.
- Assist with training as needed.

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**EMS REQUIREMENTS**

An application for acceptance into the EMS program should be submitted to the EMS Coordinator or Fire Chief.

Applicants must be in an active role as a member of the SSCFPD and have completed the Basic Firefighter Course.

Applicants must have obtained First Responder or EMT certification from an accredited National Registry of DOT course as a minimum requirement of training within the last two years. If the First Responder certificate was obtained more than two years prior to application, the applicant must successfully pass an entry level written and practical skills examination. If the applicant is an Emergency Medical Technician or Paramedic, they must have a current Missouri License to treat to their level of care. A copy of the certificate of license must accompany the application.

The EMS Program has a limited amount of equipment available (this includes AEDs). When an individual becomes an EMS Responder, they may be placed on a waiting list for equipment, which will be assigned in a manner to best serve the District's needs.

Decision for acceptance into the EMS Program will be at the recommendation of a committee of the EMS Coordinator and EMS Responders, with all appeals going to the Fire Chief.

Once accepted into the Program, EMS Responders must be actively participating as a Firefighter and/or EMS Responder to remain in the program.

EMS Responders are expected to attend twenty (20) hours of annual EMS in-service training to remain active. Paramedics will also need to attend and keep current ACLS or equivalent, and attend annual twelve-lead refresher training.

Failure to obtain current BLS Healthcare Provider certification or attend required training sessions will result in written notification of suspension from the EMS Program and the individual will not be allowed to respond on EMS incidents until all requirements are met. If no attempts have been made within 30 days to obtain certifications or make up training sessions, EMS Responders shall be passed on to a Personnel Committee for possible dismissal from the program.

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### **RESPONDING TO CALLS**

You must be dispatched before responding to a call:

1. Any time an EMS Responder responds on a call, an ambulance shall be en route or requested.
2. If an EMS Responder drives up on the scene of an emergency, they may initiate patient treatment while requesting ambulance response.
3. If a request by a citizen is made for emergency medical assistance, treatment should be initiated while a request for an ambulance is made.

On all emergency medical assists, it is recommended no more than two EMS Responders respond. Exceptions may be made by on scene command or dispatch criteria with multiple patients.

Responding personnel shall identify themselves on the radio, if possible, and give the location from which they are responding. Qualified personnel closer to the scene should identify and indicate by responding. If any Responder with a radio arrives to find other Responders on scene, that Responder should advise dispatch of all Responders on scene. Responders on scene should also utilize all communications to get the patient information to dispatch and incoming ambulance personnel. This does include other radio channels and cell phones on scene.

First priority on any scene is personal safety. EMS Responders should wait for law enforcement or fire personnel (acting in fire suppression or extrication/rescue) to secure an unsafe scene before entering home, auto, public building, etc. Dispatch and/or incoming emergency vehicles are to be alerted of any hazardous situations at the scene.

The first EMS Responder on the scene is in charge of patient care until relieved by a higher qualified person, i.e. EMT or Paramedic.

The lead EMS Responder shall determine if the assistance of additional units en route are needed and cancel units as appropriate.

All patient information and conditions surrounding the patient are to be kept confidential. If the EMS Responder feels the need to discuss or critique a call, be sure it is away from the scene and with proper personnel. Critical Incident Stress Debriefing will be arranged when necessary.

### **TREATMENT**

Properly identify yourself as a Southern Stone County Fire/EMS Responder.

Always remember anyone has the right to refuse care and/or treatment. Make every attempt to get patient consent before treatment is initiated.

**SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT**

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Follow SSCFPD, Fire/EMS Protocols for patient treatment.

EMS Responders should only treat to their level of training and within protocol. Efforts should be made to contact responding units with appropriate information concerning patient and the scene, while not sacrificing patient care.

Southern Stone County Fire Personnel are not to transport any patient in their personal vehicle or fire apparatus, unless with ambulance personnel in a situation that ambulance transport is not possible due to inclement weather, ambulance mechanical failure, etc.

Instructions received from incoming ambulances act as a means of online medical directions and allow for treating outside of protocol, so long as Responders do not treat beyond their level of training.

Any problems with ambulance personnel, fire personnel, or patient care issues should be addressed to the EMS Coordinator, or to the Fire Chief if problems involve the EMS Coordinator.

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**OFFICE MANAGER**

**Identification.**

Position Title: Office Manager

Immediate Supervisor: Fire Chief

**Job Summary.** Includes, but not limited to, overseeing the documentation for the Fire Chief, Fire Marshal, Board of Directors, Fire Inspector and the front office.

**Minimum Requirements.**

- Minimum of 18 years old
- Missouri resident
- High School Diploma or equivalency
- Missouri driver's license
- Accounting background with at least 10 years experience in accounting and general office work
- Must be able to type a minimum of 40 words per minute
- Dependable transportation

**Principal Duties and Responsibilities.**

- Responsible for all financial records and record keeping of the district.
- Responsible for all payroll.
- Responsible for processing and paying of all District bills with approval of the Board of Directors.
- Responsible for transmitting necessary documents to the county office and to the state auditors office.
- Assist the Fire Chief with budgetary items.
- Assist the Fire Chief with special assignments.
- Answer phone calls when receptionist-secretary is unavailable.
- Responsible for attending all board meetings; preparing board agendas and board minutes.
- Responsible for scheduling inspections for building, assembly, fireworks stands, explosive storage areas for the Fire Inspector to check.
- Responsible for all paperwork, such as permits and records for the Fire Marshal and the Bureau of Fire Prevention.

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**REVISED:** 9/15/2011

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**ADMINISTRATIVE ASSISTANT/STATISTICIAN**

**Identification.**

Position Title: Administrative Assistant/Statistician

Immediate Supervisor: Fire Chief

**Job Summary.** Directly responsible for and shall carry out all duties and responsibilities as directed by the Fire Chief. Shall prepare all board packets and correspondence for the Chief. Shall direct incoming calls, mail and correspondence for the Chief. Other duties may include preparing budget and accounting tasks. Includes, but not limited to, overseeing the documentation for the Fire Chief, Fire Marshal, Board of Directors, Fire Inspector and the front office. Directly responsible for entering Fire District records, to include but not be limited to, records for emergency alarms, training apparatus, maintenance, personnel, and inventory. Fill in for Office Manager and assist with general office duties as needed, to include copying, filing, and other duties as assigned by the Fire Chief or Office Manager.

**Minimum Requirements.**

- Minimum of 18 years of age
- Missouri resident
- High School Diploma or equivalency
- Missouri driver's license
- Accounting background with at least 10 years experience in accounting and general office work
- Must be able to type a minimum of 40 words per minute
- Computer proficient in Word, Excel, and Power Point
- Dependable transportation

**Principal Duties and Responsibilities.**

- Communication skills, both oral and written.
- Skills with public and staff.
- Typing and proofreading of documents.
- Prepare Board packets and post meetings.
- File various reports and records.
- Assist with general office duties, to include but not be limited to, answering the phone, filing, copying, typing memos, correspondence, and accounting, including posting of bills and payroll.
- Receive, disseminate and file fire alarm response reports from 911 Center weekly.
- Enter all records for emergency alarms, training, apparatus maintenance, personnel, inventory, or other records as needed into the District's computer system.
- Transmit reports via the Internet to the Missouri Fire Marshal's office monthly or as required.

