



Buxton Fire-Rescue

Administrative Policy

Subject: Supervision (5)

Section: Duty Chief Responsibilities (2)

Date Approved: October 23, 2015

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Page 1 of 2

Purpose

To identify the roles and responsibilities of the Duty Chief. The Duty Chief is responsible for the overall management of the Fire-Rescue Department in the absence of the Chief.

Time Commitment

Officers are paid for monthly administrative time as set by the departments annual budget.

The administrative time, for Paid On Call Deputy Chiefs, will be paid based upon their time as the covering Duty Chief.

Duty Chief coverage begins on Monday evening at 1800 hours, and ends the following Monday morning at 0600 hours. The Duty Chief should be available to respond to calls and/or answer questions from Dispatch or Company Officers regarding the readiness of the department.

It is understood that Paid on Call Deputy Chiefs have full time work and family commitments. The Duty Chief is not responsible for being in town or able to respond to calls during weekdays, or on their normal work days. During weekdays the Fire-Rescue Chief is generally available to respond to calls and answer questions from Dispatch or Company Officers.

Guidelines

The following guidelines exist for the Duty Chief:

1. The Duty Chief is expected to obtain coverage during any time that he/she is not able to be available or respond to a call. Any coverage lasting more than 4 hours should be communicated to Dispatch.
2. The covering Duty Chief will be a Chief Officer or a Captain.
3. The Duty Chief is expected to respond to fire emergencies where three or more apparatus are responding (multi company still box and greater); however the Duty Chief may decide to respond to any fire related calls during their coverage.
4. A Chief Officer should respond with Department fire apparatus to calls for mutual aid. The Duty Chief may decide to stay in town if another Chief Officer is responding to a mutual aid fire call.
5. The Duty Chief may also respond to staff ambulances as needed and as trained. The Duty Chief may respond on an ambulance to the hospital as needed.

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6. The Duty Chief is not a substitute for following the regular chain of command. If your Company Officer is not available, and an immediate issue needs to be reported, it should be reported to the Duty Chief.

Duties and Responsibilities

The following shall be reported to the covering Duty Chief:

- Apparatus maintenance issues that must be immediately addressed.
- Apparatus that must be taken out of service.
- Equipment that is not working correctly or needs to be taken out of service.
- Apparatus accident (with or without damage).
- Damage to apparatus, buildings, or equipment.
- Staffing levels drop below three.
- Employee injury.
- Complaints from the public or another agency.

During a coverage period, the Duty Chief may:

- Coordinate emergent repair of apparatus with Buxton Public Works.
- Ensures potential fire code violations observed are reported to the Fire-Rescue Chief.
- Serves as Liaison with Dispatch to answer any operational questions.
- Works with Dispatch to check on any issues or questions with Burn Permits.