

FIRE LINE / SUPPORT OFFICERS RESPONSIBILITIES

Purpose:

To establish the Duties and Responsibilities of the Fire Line Officer and Support Officers in The Scriba Volunteer Fire Dept.

Guideline:

- The following is the minimum duties and responsibilities of the Fire Line Officers and Support Officers.
- Responsibilities can be changed at the discretion of the Chief at anytime.

FIRE LINE OFFICERS

LIEUTENANT

- Responsible for completing truck check sheets with his/her training group during the second and fourth weeks of the month.
- Responsible for completing SCBA check sheets with his/her training group during the first and third weeks of the month.
- Ensures Apparatus and small equipment are clean and serviced
- Conducts Training as directed by the Training Officer
- Assist members in completing Department Qualification Forms
- Participates as a member of the Chief's Equipment Committee
- Ensures the safety of all members under his/her command
- Responsible for Command in absence of senior officers

CAPTAIN - FIRE

- Responsible for ensuring that SCBA and Truck Check Sheets are completed as required and assist other Officers as needed.
- Ensure Engine bay is kept neat and clean
- Conducts Training as directed by the Training Officer
- Assists members in completing Department Qualification Forms
- Ensures the safety of all members under his/her command
- Responsible for Command in absence of senior officers

SUPPORT OFFICERS

EMS OFFICER

- Conducts Training as directed by the Training Officer
- Maintains and orders EMS Supplies
- Ensures Medical Bags are stocked and in service
- Reviews PCR's
- Assists members in completing Department Qualification Forms
- Ensures the safety of all members under his/her command

SAFETY OFFICER

- Assists Operations Officer when requested by the incident commander
 - Ensures that members are in appropriate protective clothing
 - Ensures Incident Personnel Accountability is in place
 - Ensures Rehab Operations are in place
- Monitors operations related to safety
 - Structural Integrity
 - Collapse Zones
 - Power Lines
- Assists members in completing Department Qualification Forms
- Ensures the safety of all members under his/her command

CHIEF ENGINEER

- Elected by the department to oversee the repair and maintenance of the departments apparatus and portable equipment
- Responsible to ensure apparatus is safe and ready to respond
- Ensures yearly maintenance and pump tests and inspections are completed
- Completes projects as assigned by the Chief
- Ensures that maintenance records are kept for all apparatus and small equipment
- Reports any out of service to the Chief Immediately
- Works with the Equipment Officer related to equipment not serviced in house

ASSISTANT ENGINEER

- Elected by the corporation to assist the Chief Engineer
- Reports to the Chief Engineer and is primarily responsible for the care and maintained of the department's small engines and Pumps.
- Ensures apparatus is safe and ready to respond in the absence of the Chief Engineer

CAPT OF FIRE POLICE

- Reports to Command and is responsible for traffic direction at scenes
- Secures Fire Scenes when requested
- May assist other departments when requested