

MOSIER FIRE DISTRICT

POLICIES AND PROCEDURES

Section: ADMINISTRATION	Title: MISSION AND ORGANIZATION	Policy Number: 2001
Approved by: Jim Appleton /s/ Darin Molesworth /s/		Date: 9AUG12
Written by: Jeff Pricher, Charles Young, Jim Appleton		Date: 5AUG12
Reviewed by: To be reviewed August 2014		Date:
Revised by:		Date:

PURPOSE

This policy establishes the mission, values, and organizational structure of Mosier Volunteer Fire and Emergency Services.

PERSONS AFFECTED

All Mosier Fire District Board members, employees, responders, and support personnel.

REFERENCES

NFPA 1001, 1720
 ORS 478.210 - 280
 OAR 437-002-0182 (3) - (6); OAR 437-002-0182 §1910.156 and Appendix A§1910.156
 Oregon Fire District Directors Association (OFDDA) Board Members Guide (2009)

DEFINITIONS

Absence: Members are considered “absent” when they are unavailable to respond to Department matters within twenty (20) minutes.

Acting: A job title designation indicating temporary replacement, in the absence of and with full authority of the position replaced. Does not imply automatic reassignment or promotion.

Company: A group of members assembled at the scene that operate under direct supervision and are trained and equipped to perform assigned tasks.

Department: The administrative and operational organization of the Mosier Fire District, providing fire suppression, emergency medical services, and related activities to the public.

Member: A person involved in performing the duties and responsibilities of the Department, under the auspices of the Mosier Fire District.

Section: Sections are the elements of the organization that are responsible for completion of the major performance objectives of the Department. These Sections are:

- Office of the Fire Chief
- Operations
- EMS
- Safety and Member Services
- Community Services & Risk Reduction

Shall: Indicates a mandatory requirement.

Support: A job title designation indicating a level of training and/or equipment, or fitness for duty, below the requirement for provision of fire suppression and emergency medical services.

Task force: Two or more units, typically of different types, in communication with each other and assigned to a common task, coordinating their activities, and supporting each others' safety.

Unit/Team: One or more members who have been assigned a common task and are in communication with each other, coordinate their activities, and support each others' safety.

POLICY

The official name of the Department is Mosier Fire and Emergency Services.

Mosier Fire and Emergency Services currently has no motto.

The mission of the Department is:

- “Having provided for member safety first, Mosier Fire and Emergency Services protects lives, property, and environment for our customers and neighbors while fostering professionalism, pride and leadership among our members.”

The values of Mosier Volunteer Fire and Emergency Services shall guide all Department objectives, projects and programs.

Our Department values:

- The community that we serve.
- The positive perception of the Department by both the customers we serve and our peers in the industry.
- The delivery of the highest quality services, given the resources available.

- Compliance with the laws of the land and the highest standards of our industry.
- The establishment and maintenance of positive relationships, internally and externally, and with the community that we serve.
- Professional competence, which is the knowledge, skills and abilities of individual members of the organization to function in their assigned capacities independent of tenure.
- The health, safety and wellness of our members.
- An internal environment that allows each member to reach and maintain his/her professional goals.
- The concept of accountability for all levels of the organization to produce timely results consistent with the mission of the organization.

The Department provides services as follows:

- Management of Department resources.
- Risk reduction services including fire and life safety education and advocacy, fire and life safety regulation and enforcement, as well as incident investigation.
- Participation in any process concerning the development and maintenance of a community fire and emergency medical services risk management plan, by which the specific roles of the Department and other responding agencies shall be defined.
- Emergency response service to emergencies throughout the Mosier Fire District, and in areas where a fire protection contract, automatic or mutual aid agreement exists. Response protocols shall be determined by risk analysis and/or pre-fire planning.
- Member services including provision and maintenance of protective equipment, breathing apparatus, fire response vehicles and equipment, and emergency medical equipment, as well as incident management, accountability, and firefighting and emergency medical training and education.
- Provision of a safe, drug-free working environment.
- Administrative, logistical and technical services to ensure the efficiency and effectiveness of the overall Department.
- Development and maintenance of internal legal structure and intergovernmental agreements to ensure compliance with appropriate community safety standards.

RESPONSIBILITIES

In descending order of authority:

Mosier Fire District Board of Directors:

- Shall be responsible for directing policy and budget.
- Is elected by, and represents, the tax payers of our District.
- Is outside the operational chain of command of the Department.
- Shall maintain control of purchases by requiring that all purchases be in accordance with Oregon State Laws.
- Shall determine the levels of service to be provided to the community and provide the necessary funding to select, outfit, train and maintain the best possible fire defense force

- that can be obtained in accordance with budgetary constraints and desired service level.
- Shall remain informed of the needs of the community by constant evaluation of the total program, consultation by advisory groups and the Fire Chief.

The Fire Chief:

- As commander in chief of the Department, s/he shall be responsible for overall management and administration of the Department and its services.
- Is appointed by and reports to the Fire District Board.
- Shall at all times keep the Board of Directors advised on the activities of the Department, and informed of all expenses and deviations from the approved budget.

Deputy Fire Chief:

- When designated, shall be prepared to assume the role of Acting Fire Chief as needed.

Section Chiefs:

- When designated, Section Chiefs shall be responsible for supervision of a section of the Department, with authority limited to that section.
- Section Chiefs work for the Fire Chief. The Fire Chief has ultimate responsibility for and authority over management and administration of each section.

Company Officers:

- Shall be responsible for management of a company in the operations section.
- Highest level of company officer is Captain.
- When designated, Lieutenants shall assist respective Captains, and assume the authority of respective Captains when requested or when indicated by procedure.

Unit/Task Force Leaders:

- Shall be responsible for management of a unit or task force in any section of the Department.
- Shall be responsible for direct service delivery to both external and internal customers.
- Can report to any organizational level in the Department.
- Company officers and task force leaders shall be members of the Department who meet requirements to respond to an emergency.
- Unit leaders may be any member of the Department.

Single resource (firefighter, EMT, support):

- Shall be responsible for complying with state and federal law, and Department policy when on the job.
- Shall notify his/her ranking officer, and from there up the chain of command, of unsafe practices, equipment, or workplaces.
- All firefighters and EMT's, at regularly scheduled times, shall attend required training and orientation, designed to increase competency in occupational safety and health.
- Shall use all required safety devices and protective equipment when on the job.
- Shall take proper care of Department property, especially protective equipment.
- Shall notify the Chief when health conditions arise that limit performance of firefighting operations.

PROCEDURES

Budget authority:

- Any expenditure of Fire District funds must be pre-approved by the Fire Chief.
 - **Exception:** The Acting Fire Chief shall have authority to cause District funds to be spent, within the adopted budget for the current fiscal year. S/he shall not have authority to cancel or override budget or policy decisions.

Operational authority:

- The incident commander at the scene of an emergency or other event shall have the authority to direct the actions of all Department resources at the scene until command is either terminated, transferred to another member, or assumed by a ranking officer.
- The Fire Chief and the Deputy Fire Chief may assume command of emergencies at their discretion. Chiefs may only give formal tactical and strategic direction after assuming command or another appropriate IMS function.
- Operational decision making authority shall be vested in the following order (the “chain of command”), each command level sub-classed by descending order of current training:
 - The Fire Chief
 - Deputy Fire Chief
 - Operations Section Chief
 - Company officers
 - Unit / task force leaders
 - Firefighters / EMT's
 - Support Personnel

Succession:

- In the event of death, injury, disability, or absence of an individual, the highest ranked person in order of operational decision making authority shall safely initiate the process for assuming or delegating the role(s) and responsibilities of the person(s) to be succeeded.
- Succession shall be by consent of the incoming person(s).
- A notification of succession shall be made promptly to the Department by the person assuming or delegating roles. If the succession occurs on an incident, an announcement by radio to Central on the Central channel shall be made.

APPENDIX

Volunteer Organizational Chart is a separate file.