

Chain of Command

Definition and Job Duties of Positions

Chief- The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the fire district.

Assistant Chief- Under the direction of the Fire Chief, the Assistant Chief plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Assistant Chief may also perform the same duties as a firefighter.

Secretary- The Secretary works under the Fire Chief and Assistant Chief to ensure the functioning of the Fire Department's activities and keeps records of everything that is done within the Fire Department to assure the smoothness of day-to-day operations. The Secretary will be required to attend all meetings both within the Fire Department and any other function

deemed necessary that the Chief or Assistant Chief requests. A Secretary may also perform the same duties as a firefighter.

Captain- Under the direction of the Assistant Chief, plans, organizes, and directs truck inspections; directs and performs a variety of staff support functions; coordinates recruitment, fire inspections, and prevention programs, and performs related work as assigned. A Captain may also perform the same duties as a firefighter.

Lieutenant- Under the direction of the Chief or Fire Captain, a lieutenant deploys, supervises, and reviews the work of firefighters; takes command of fires and other emergency incidents within the fire district unless relieved by the Chief or more qualified Commanding Officer; performs the full range of emergency inspection, training, maintenance, and related activities; assists Fire Captains in providing administrative support for specified departmental programs; and performs related work as assigned. A Lieutenant may also perform the same duties as a firefighter.

Firefighter- Under the direction of a Lieutenant, Captain, or Chief, a firefighter provides direct services, individually and as a member of a team, in response to fire, rescue, hazmat, and other incidents.

Probationary Firefighter- Under the direction of a Firefighter, Lieutenant, Captain, or Chief, a probationary firefighter provides direct services, individually or as a member of a team, in response to fire, rescue, hazmat, or other incidents. The Probationary Firefighter has not completed entry level firefighter training and may not be permitted to participate in structural firefighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle, or vessel unless otherwise authorized by Commanding Officer on scene.

Probationary Period

All new recruits of the Monticello Volunteer Fire Department are subject to a minimum of a 90 day probationary period and will be required to successfully complete orientation and initial training program as implemented by the Monticello Volunteer Fire Department. Probationary members are required to attend all department meetings during this time in order to be considered for membership.

Orientation Program

All new members shall undergo an orientation program as set forth by

Monticello Volunteer Fire Department
Standard Operating Guidelines

The main intent of the probationary period for a new recruit is to learn the operational procedures of the Monticello Volunteer Fire Department, as well as the location/operation of the small equipment used by the Monticello Volunteer Fire Department, within the recruit's probationary period.

The orientation program shall cover the following topics:

Written Policies

Operating Guidelines

Chain of Command

Incident Command

Fire Scene Operations

Mutual Aid Operations

Hazmat Scene Operations

Rescue Operations

Helicopter Operations

Safety Equipment

Protective Clothing

Self-Contained Breathing Apparatus (SCBA)

SCBA Fit Test

Bloodborne Pathogens

Communications

Geography

Driver Training

Recordkeeping

Community Involvement and Events

Training

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters, and the lives of those we serve.

Training:

- A. Prepares a firefighter to safely perform his or her duties.
- B. Prepares a firefighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
- C. Prepares a new firefighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
- D. Gives a firefighter whose duties include structural firefighting training consistent with established fire ground operating procedures.
- E. Prepares a firefighter for special hazards to which he or she may be exposed during fires and other emergencies.
- F. Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly.

Any training of firefighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Firefighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions.

No new firefighter may be permitted to participate in structural firefighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle, or vessel until that individual has completed required training unless otherwise authorized by the chief.

Driving Requirements

State and local laws provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve the driver of an emergency vehicle from the responsibility of due regard for the safety of others on the road.

Fire apparatus may only be operated by individuals meeting all of the following requirements:

- A. Members of the Monticello Volunteer Fire Department.
- B. Members who have a valid driver's license.
- C. Members who have successfully completed an approved driver training program, based on NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications (Trainee drivers may operate apparatus when under the supervision of a qualified driver).

Monticello Volunteer Fire Department
Standard Operating Guidelines

- D. Members over the age of 21 per Sierra County SOGs.
- E. Members who have satisfied their probationary period.

Before entering a fire station:

- A. A Spotter should be used when backing, if available.
- B. Consideration must be taken for the possibility of pedestrians within the fire station.

Before exiting from a fire station:

- A. The driver will do a complete inspection walk around the vehicle to ensure that it is ready for duty prior to exiting the building- this can be done as the apparatus is warming up.
- B. The apparatus will have all emergency lights on prior to exiting the building.
- C. The driver will ensure all apparatus compartment doors are securely closed.
- D. All personnel are wearing their seatbelts in proper locations.
- E. Ensure apparatus bay door is raised fully and clearance is available to clear apparatus height.
- F. Test brakes before entering street.

Safe Driving:

- A. All lights and sirens shall be in operation when responding to an emergency incident once the apparatus is outside of residential areas.
- B. The driver shall maintain a speed that is safe under the prevailing conditions and that does not exceed more than 10 miles over the posted limit.
- C. When approaching a controlled intersection (i.e. stop sign, traffic light):
 - a.i.1. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear.
 - a.i.2. The driver of an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.

Scene Safety

- A. Unless the firefighter is Firefighter I certified, he/she will not be allowed entry into a burning building, which is in accordance with the state and county guidelines.

If the firefighter has passed the appropriate courses, the following will take place:

- A. There shall be at least 2 personnel on any interior attack hose-line.
- B. There shall be at least 2 personnel on any interior search and rescue.

Health and Safety

It is the policy of the Monticello Volunteer Fire Department to provide the highest level of safety and health for all members. The Department shall make every reasonable effort to provide a safe and healthy work environment, with the goal of the prevention and reduction of accidents, injuries, and occupational illnesses. Appropriate training, supervision, procedures, program support, and review shall be provided to achieve specific safety and health objectives in all functions and activities.