Beckwourth Fire District

# POLICY AND PROCEDURES

**POLICY TITLE: Job Description – District Fire Chief**

**POLICY NUMBER: 2301**

**2301.1** **Description.** The District Fire Chief assumes all duties of the General Manager of the Beckwourth Fire District, who is the Executive Officer of the District and for the Board of Directors. The District Fire Chief administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Direc­tors, and provides day-to-day leadership for the District. The District Fire Chief has general charge, responsibility and control over all property of the District.

**2301.2** Hiring and appointment of the District Fire Chief

**2301.2.1** The hiring of the District Fire Chief shall be selected by the Board of Directors of the Fire District by nomination from a selection/review committee comprised of:

**2301.2.1.1** 2 Chief Officers

1 Board of Director representative

**2301.2.2** The District Fire Chief shall maintain his/her position until:

**2301.2.2.1** Retirement

**2301.2.2.2** Unable to fulfill the conditions of the position

**2301.2.2.3** Removed by the Board of Directors by recommendation of a review committee (2301.2.1.1) for; Gross negligence, Fiscal irregularities, violation of Department constitution, or is acting in any way that brings the professionalism of the District or Department in question.

**2301.2.2.4** Death

**2301.3** It shall be the duty of the District Fire Chief to preside at all meetings of the Department, to appoint all committees otherwise provided for, to preserve order and decorum and to see that the intent and meaning of the Constitution and by-laws are fulfilled. In the absence of the District Fire Chief, an assigned Chief Officer may preside over meetings to ensure continued continuity of Department matters. The District Fire Chief and Chief Officers should also attend all Board of Director meetings to represent the Department and its members.

**2301.4** The District Fire Chief shall ensure that all fire apparatus is kept in good operating condition and in a fire ready status. In case of fire, or when otherwise detailed for duty, the District Fire Chief shall assume the position of Incident Commander and take command of the Department’s property, personnel, and fire apparatus. The District Fire Chief may, however, delegate the position of Incident Commander to another Officer if necessary due to special circumstances or for training purposes.

**2301.5** The District Fire Chief is responsible for final approval and appointment of all Chief Officers, Captains, and Engineers within the Department as referenced in Fire Department policy # 08-08.

**2301.5.1** The District Fire Chief shall perform, or delegate, annual performance evaluations of all applicable positions within the Fire District/Department.

**2301.6** **Required Qualifications.** He/she shall possess a minimum of 5 years experience in an active fire department. Hold certification as Firefighter II, EMT-B, ICS-400, current CA driver’s license with fire endorsement. Have the ability to effectively communicate, both written and verbal, with the constitu­ents and other agency personnel; and the ability to meet and serve the public courteously and effi­ciently.

**2301.6.1** **Preferred Qualifications**; Fire Officer, Level 1 Fire Instructor, Paramedic

**2301.7** **Performance Evaluation**, The District Fire Chief shall have an annual performance evaluation as described in Policy, #2170 Performance Evaluation.

**2301.7.1** After a satisfactory annual performance evaluation, the District Fire Chief shall be entitled to a 2% pay increase retroactive to January 1st of that year, if the budget allows.