

Rules and Regulations

Administrative Regulations
Policy 102.0
Job Descriptions



Purpose:

Within the composition of any organization, there needs to be an explanation of what is required of an individual working for that particular organization. The following pages are the job descriptions for each current position within the City of Bryan Fire Department.

Fire Chief	Assistant Fire Chief	Captain
Volunteer Captain	Volunteer Lieutenant	Firefighter/EMT
Volunteer Firefighter/EMT		

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FIRE CHIEF

The Fire Chief shall have control of the management and discipline of the fire department and to that end he may develop and establish, from time to time, such rules and regulations as necessary, subject to the approval of the Mayor.

The Fire Chief shall, at all emergencies, have sole command and control over all fire apparatus and employees of the department, and shall give such orders and adopt such measures as necessary for the extinguishment of fires, protection of persons, property and the preservation of order, for which purpose the Fire Chief shall have all the powers of a Police Officer and may arrest or cause to be arrested any person acting in a riotous or disorderly manner.

The Police while at a fire scene shall be subject to and under the command the Fire Chief.

The Fire Chief, or a subordinate detailed by the Fire Chief, shall inquire into the origin, cause and circumstances of each fire occurring in the City of Bryan and all area's for which the Bryan Fire Department has contracts for fire protection, as soon as possible after they occur and in all cases keep a record of the same in the fire department offices.

The Fire Chief shall be the Fire Marshal for the City of Bryan, Ohio.

The Fire Chief shall be responsible for the enforcement of discipline in the department.

The Fire Chief shall have the right to make investigations at any time, and to require full and complete reports from any and all members of the department.

The Fire Chief shall, upon all occasions, see that the laws of the State of Ohio are faithfully observed. The Fire Chief shall have the right to issue general, special or verbal orders whenever deemed necessary.

The Fire Chief may transfer officers and members from shift to shift or crew to crew at any time to provide for the best fire protection for the City of Bryan. In the absence of an officer, the Fire Chief may designate another officer or member to perform such duties temporarily.

The Fire Chief shall be the custodian of all property of the department. The Fire Chief shall see that the companies are equipped and ready for service at all times, in order that efficient service can be rendered.

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The Fire Chief shall keep the Mayor and City Council fully informed on all matters pertaining to the fire department, and he/she shall make appropriate recommendations regarding the department and he/she shall also make recommendations on fire prevention laws for the City of Bryan.

The Fire Chief shall report to the Mayor any member or officer of the department who, by reason of age, disease, accident or other incompetence, cannot in his/her opinion properly perform the duties of the position to which he/she is assigned.

The Fire Chief shall make suitable regulations, whereby the various officers and members of the department shall be required to wear the appropriate badge and uniform of the department.

The Fire Chief shall have the exclusive right to suspend any of the officers, members or employees in the Fire Department, under his management and control, for incompetence, gross neglect of duty, gross immorality, drunkenness, failure to obey orders given them by the proper authority, failure to obey the rules and regulations of the department or follow the departmental Standard Operating Guidelines, or for any other reasonable or just cause.

If any such employee is suspended, the Fire Chief shall forthwith certify such fact in writing together with the cause of such suspension, to the Mayor who, within five (5) normal working days from receipt thereof, shall proceed to inquire into the cause of such suspension and render judgment thereon.

Such judgment, if the charge is sustained, may be either suspension, reduction in rank, or dismissal from the department. Such judgment shall be final except as provided by law.

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ASSISTANT FIRE CHIEF

The Assistant Fire Chief under the oral or written direction of the Fire Chief administers and directs the activities of the fire department. The Assistant Fire Chief shall be the executive officer, under the Fire Chief. The Assistant Fire Chief shall respond to all alarms, when required, and take command of fire department operations until such time he/she is relieved by the Fire Chief. In the absence of the Fire Chief, the Assistant Fire Chief will assume command of the Fire Department and shall have the authority of the Fire Chief.

The Assistant Fire Chief shall report to the Fire Chief all matters requiring immediate attention, and any facts or events which he/she should be aware of.

The Assistant Fire Chief shall be responsible for the enforcement of the rules and regulations and standard operating guidelines of the department and for the discipline of members under his/her command. Direct activities as related to fire and rescue operations, rescue of trapped or injured persons in all types of environments, including auto accidents, industrial accidents, farm accidents, confined spaces, trenches, elevated spaces and aircraft. Assist the emergency medical services at emergency incidents as needed. Supervises firefighters engaged in operation and maintenance of the fire station, equipment and training center. Investigate causes of fires.

The Assistant Fire Chief shall hold the position of Assistant Fire Marshal for the City of Bryan.

The Assistant Fire Chief shall evaluate fire prevention, fire control and training policies by keeping abreast of new methods and conducting studies of fire department operations.

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VOLUNTEER CAPTAIN

The Volunteer Captain under the oral or written direction of the Fire Chief and Assistant Fire Chief administers and directs the activities of the fire department. The Volunteer Captain shall respond to all alarms, when required, and take command of fire department operations until such time he/she is relieved by the Assistant Fire Chief or Fire Chief. In the absence of the Fire Chief and the Assistant Fire Chief, the Volunteer Captain will assume command of the Fire Department and shall have the authority of the Fire Chief.

The Volunteer Captain shall report to the Fire Chief all matters requiring immediate attention, and any facts or events which he/she should be aware of.

The Volunteer Captain shall be responsible for the enforcement of the rules and regulations and standard operating guidelines of the department and for the discipline of members under his/her command. Direct activities as related to fire and rescue operations, rescue of trapped or injured persons in all types of environments, including auto accidents, industrial accidents, farm accidents, confined spaces, trenches, elevated spaces and aircraft. Assist the emergency medical services at emergency incidents as needed. Supervises firefighters engaged in operation and maintenance of the fire station, equipment and training center. Investigate causes of fires.

The Volunteer Captain shall be appointed by the Fire Chief and shall serve in that position until such time as they no longer wish to be in the position or the Fire Chief decides to change Officers. The Volunteer Captain will attend additional training as deemed necessary by the Fire Chief.

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VOLUNTEER LIEUTENANT

The Volunteer Lieutenant under the oral or written direction of the Fire Chief, Assistant Fire Chief, and Volunteer Captain administers and directs the activities of the fire department. The Volunteer Lieutenant shall respond to all alarms, when required, and take command of fire department operations until such time he/she is relieved by the Volunteer Captain, Assistant Fire Chief or Fire Chief. In the absence of the Fire Chief, Assistant Fire Chief, and Volunteer Captain the Volunteer Lieutenant will assume command of the Fire Department and shall have the authority of the Fire Chief.

The Volunteer Lieutenant shall report to the Fire Chief all matters requiring immediate attention, and any facts or events which he/she should be aware of.

The Volunteer Lieutenant shall be responsible for the enforcement of the rules and regulations and standard operating guidelines of the department and for the discipline of members under his/her command. Direct activities as related to fire and rescue operations, rescue of trapped or injured persons in all types of environments, including auto accidents, industrial accidents, farm accidents, confined spaces, trenches, elevated spaces and aircraft. Assist the emergency medical services at emergency incidents as needed. Supervises firefighters engaged in operation and maintenance of the fire station, equipment and training center. Investigate causes of fires.

The Volunteer Lieutenant shall be appointed by the Fire Chief and shall serve in that position until such time as they no longer wish to be in the position or the Fire Chief decides to change Officers. The Volunteer Lieutenant will attend additional training as deemed necessary by the Fire Chief.

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FIRE PREVENTION SECTION

The Chief of the Department may assign such officers and members of the department to the bureau as he/she may deem necessary to secure the greatest efficiency therefore. The officer in charge of the bureau shall detail and assign all members thereof to such duties as may be required for the proper conduct of the bureau. The officer in charge of the bureau shall instruct the members under his command in all branches of their duty. Officers and members assigned to such bureau shall be polite and courteous in their conduct and language in dealing with the public and will be expected to work in harmony with and assist the public in every possible manner, to teach and practice fire prevention and to reduce the fire loss with its consequent loss of life and interruption of business.

The Fire Prevention Bureau shall have three divisions within the bureau, Plans Review, Code Enforcement, and Public Education.

The primary duty of the Plans Review Division is to review and approve all building plans for compliance with applicable fire prevention codes.

The primary duty of the Code Enforcement Division is the enforcement of The Ohio Revised Code, as it pertains to fire prevention, the Ohio Fire Code and the City of Bryan Codified Ordinances as they pertain to fire prevention. The Code Enforcement Division shall also enforce the Underground Storage Tank Regulations. The Code Enforcement Division shall see that all commercial buildings in the City of Bryan are inspected on a regular basis.

The primary duty of the Public Education Division is to educate the citizens of Bryan in the area of fire safety. This includes doing programs and surveys in the schools, hospitals, nursing homes, industries, private homes, and other services.

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FIRE SUPPRESSION SECTION

The Chief of the Department may assign such officers and members of the department to the bureau as he/she may deem necessary to secure the greatest efficiency therefore. The officer in charge of the bureau shall detail and assign all members thereof to such duties as may be required for the proper conduct of the bureau. The officer in charge of the bureau shall instruct the members under his command in all branches of their duty. Officers and members assigned to the bureau shall be polite and courteous in their conduct and language in dealing with the public and will be expected to work in harmony with and assist the public in every possible manner, to teach and practice fire prevention and to reduce the fire loss with its consequent loss of life and interruption of business.

The Fire Suppression Bureau shall be comprised of Officers and Firefighters of the City of Bryan Fire Department.

The primary duty of the Fire Suppression Bureau is to respond to calls for assistance for fire, rescue, medical, hazardous materials and any other needs that we may be called upon to handle 24-hours a day.

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TRAINING SECTION

The Chief of the Department may assign such officers and members of the department to the bureau as he/she may deem necessary to secure the greatest efficiency therefore. The officer in charge of the bureau shall detail and assign all members thereof to such duties as may be required for the proper conduct of the bureau. The officer in charge of the bureau shall instruct the members under his command in all branches of their duty. Officers and members assigned to the bureau shall be polite and courteous in their conduct and language in dealing with the public and will be expected to work in harmony with and assist the public in every possible manner, to teach and practice fire prevention and to reduce the fire loss with its consequent loss of life and interruption of business.

The Training Bureau shall be comprised of two divisions, the Training Academy, and Departmental Training.

The primary duty of the Training Academy is to offer classes and programs for new firefighters and members of the City of Bryan Fire Department. Also the Training Academy is tasked with offering classes and programs to other area departments.

The primary duty of the Departmental Training Division is to offer regular training and programs to the members of the City of Bryan Fire Department to ensure that they are kept current and meet the certification requirements.