

APPROVED: Drew South 01 FEB 2019 **EFFECTIVE:**

01 JAN 17, 01 SEP 10, 01 AUG 05 **SUPERSEDES:**

Fire Chief

Overall administration and management of fire protection district operational and administrative functions:

- **Budget Director**
- Apparatus purchasing
- Ambulance and fire service fee billing
- Grants
- Strategic planning
- Department Policies, Procedures, Guidelines
- Professional development of officers corp
- **District Expansion**
- Personnel Hiring Process
- Public relations

and Education committees.

- State Fire Marshal liaison
- ISO Insurance Services Office liaison
- Chicago Executive Airport ARFF operations

Liaison with

- Board of Trustees& Board of Fire Commissioners
- Pension fund
- Mayor
- City Council
- City Administrator
- MABAS Division III
- **RED Center**
- **NIPSTA**
- **NWCEMSS**
- Hospital Park district
- Library district
- School districts
- Churches and place of worship

EMS Coordinator

Coordination with NWCEMSS administration, associate

hospitals, educators, quality assurance (PBPI), CARS, R&D,

Grievance and contract issues

Fire Prevention Bureau: Fire inspections & Plan review

Deputy Chief

- Pre-Fire Planning
- Street Map Books
- Fire Investigations
- Public Education program: School visits, block parties, station tours
- Newsletter
- Civilian CPR training program
- Smoke Alarm program
- Lock Box program
- Uniforms/Quartermaster program
- **Protective Clothing**
- **Facility Maintenance**
- Station & Office Supplies
- Personnel/"HR department"
- Payroll
- Bookkeeping
- Communications: Radios & Phones
- Computer Network & Copier
- **Records and Reports**

BLACK SHIFT Battalion Chief Shift Commander

- Ongoing management, leadership, training, incident command, and personnel scheduling for shift.
- Vehicle & facility maintenance program
- Safety Officer & Safety Committee Chair

RED SHIFT Battalion Chief Shift Commander

- Ongoing management, leadership, training, incident command, and personnel scheduling for shift.
- Training Officer
 - Company training
 - Recruit training
 - New driver training & FAE
- MABAS Div. 3 Special Teams administration
 - TRT
 - Haz Mat
 - Dive/Swiftwater

GOLD SHIFT Battalion Chief Shift Commander

- Ongoing management, leadership, training, incident command, and personnel scheduling for shift.
- NFIRS report quality assurance
- Ambulance Transportation Billing
- Patient reports
- Drillmaster
- Equipment (small tools, hose, ladders, etc.)