

Scotts Valley Fire Protection district	Policy: 500
Subject: Fire Chief Duty Statement	DATED: March 23, 1998

Policy 500: Fire Chief Duty Statement

1. The fire chief shall be the general manager of the fire district. The fire chief shall have absolute authority to administer the district, subject to the applicable statutes of the State of California, and the policies, rules and orders of the Board of Directors. He/She shall have control of all activities of the fire district.
2. The chief shall have the power and authority to establish suitable measures to put into effect the policies, rules and regulations, practices and procedures necessary for the efficient operation of the fire district.
3. The chief shall attend each meeting of the Board of Directors, except when excused, and shall act as chief Administrative Officer to the Board, and as its administrative secretary. He shall, from time to time, recommend to the Board of Directors the selection of fire station sites; changes in location of fire stations, companies and facilities; the building of new stations; the purchases of new or different apparatus, equipment, etc.; and the sale of old apparatus and equipment not necessary for use in the operation of the district, giving his reason for such action, and shall furnish annually to the Board a budget of the amount required for the ensuing year in a manner prescribed by the Board and by law. He/She shall make a monthly report of all receipts and expenditures.
4. The chief shall have the power and authority to organize, manage and control the various divisions, boards and committees within the fire district in a manner which, in his judgment, shall be for the best interest of the district.
5. The chief shall report to the Board of Directors any member who, by reason of disease, accident, or other infirmity or incompetency, does not or cannot fully and promptly perform the duties required of him/her.
6. The chief shall report to the Board of Directors whether the services of probationary employees is satisfactory or unsatisfactory.
7. The chief shall cause to be kept in proper form an accurate record of all business transactions by the district.

Revised: 3/23/98

Board Chairperson: _____

Fire Chief: _____

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8. The chief may reprimand, suspend or recommend the suspension or removal from service of any member, in such manner as provided by these policies and rules and regulations and the Board of Directors.
9. The chief may recommend granting of leaves of absence to the members of the district in such manner as provided by the Board of Directors.
10. The chief shall cause all injurious or dangerous fires to be extinguished with the least possible danger to life and property and prevent unnecessary damage at fires by the use of water or other extinguishing agents and equipment.
11. The chief shall have full power during a fire or other emergency to temporarily recall all off-duty paid personnel to service.
12. The chief shall have full power, in the event of fire or other emergencies, to demolish buildings and parts of buildings, which, in his judgment, might endanger life or cause damage to property.
13. The chief shall cause subordinates to take proper precautionary measures that the premises on which fires occur are left in such condition that they will not rekindle and further endanger life and property.
14. The chief may, at his discretion, call a meeting of the district officers. These meetings, as far as practicable, will be held on alternate shifts and all officers shall be present unless excused.
15. The chief shall regulate the manner of wearing of the uniform and equipment appurtenant to the attire of the members.
16. The chief shall cause suitable Standard Operating Procedures to be prepared and maintained in an up-to-date manner as necessary for each division, activity, service or other function of the fire district, including preparation of such additions and/or deletions as may be necessary from time to time.
17. The chief shall direct and coordinate the application of established policy, rules and regulations, practices, and procedures, and shall from time to time, confer with the ranking officers, coordinating their duties for the purpose of uniform government of each division, section, and activity.

Revised: 3/23/98

Board Chairperson:

[Signature]


Fire Chief:

Michael P. McManis

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18. The chief shall cause to be formulated such drills and evaluations as may be necessary to promote and maintain efficiency and effectiveness in operations of the district.
19. The chief shall keep a complete record of the apparatus and other property of the district. Upon notification that a piece of apparatus is disabled, the chief shall assign relief apparatus for replacement if available.
20. The chief shall keep a complete roster of the entire membership of the district. He shall maintain the balance of personnel between crews by appropriate transfer or detail of subordinates.
21. The duties and functions of the fire chief shall, insofar as practicable, be performed in collaboration with the division chiefs.
22. The chief shall work at the pleasure of the Board of Directors of the Scotts Valley Fire Protection District, and shall be terminated only for just cause by a 4/5ths majority of the Board of Directors sitting in full session.
23. The fire chief is responsible for the recruitment and appointment of qualified applicants to authorized positions, pursuant these policies, rules and regulations.

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