

FLORENCE TOWNSHIP FIRE DISTRICT NO.1

320 MINIMUM TRAINING STANDARDS FOR LINE OFFICERS

PURPOSE:

This standard is designed to identify the minimum level of qualifications for Line Officers. Persons who have achieved greater than the minimum requirements are preferred.

SCOPE:

This policy applies to all members applying for Line Officer positions in both Fire and EMS divisions.

ACCOUNTABILITY:

All Line Officers are ultimately accountable to the Board of Fire Commissioners for their actions, through the proper chain of command. All officers shall be responsible for the efficient and effective use of Fire Department resources that they control. Officers shall carry out the policies, goals and objectives of the Fire Department as specified by the Board in their mission statement and as implemented by the Chief.

RESTRICTIONS:

Individuals may hold only one line officer position in the Fire Department. The Department Chief, Deputy Chief, Fire Official, and Battalion Chiefs shall be restricted from holding a position on the Board of Fire Commissioners.

APPOINTMENT OF LINE OFFICERS AND TERM OF OFFICE:

All Line Officer shall be appointed per Policy 210. The terms of office are also listed in Policy 210.

CONTINUING EDUCATION REQUIREMENTS

All Line Officers shall complete a minimum of 16 hours of continuing education credits per year. All courses completed, to meet this requirement shall be approved by the Training Officer.

LIEUTENANTS

Lieutenants shall be responsible to the Captains or other head of his/her assigned division. He/She shall provide support to all Fire Department Goals

Duties and Responsibilities

- Shall ensure the safety and welfare of their company or crew..
- Shall insure, in accordance with NIMS, the establishment of the Incident Command System,
- Shall ensure proper use and placement of their apparatus.

- Shall be familiar with the rules, regulations, policies and safety standards of the Fire Department and shall ensure their compliance.
- Shall be familiar with the area protected by the Fire Department.
- Shall carry out assigned tasks.
- Shall complete detailed and accurate reports of all incidents

Entrance Requirements Fire Lieutenant

- Shall have served three years as a NJ State Certified Level 1 Firefighter
- Shall have served one year as an active Firefighter within the Florence Township Fire Department.
- Shall possess a NJ Incident Management Level 1 certificate
- Shall be a qualified operator on all of the fire apparatus and all portable fire equipment. within the department.
- Shall be a member in good standing in the department.
- Shall have graduated from High School with a diploma or equivalent

Entrance Requirements EMS Lieutenant

- Shall have served three years as a NJ State Certified EMT.
- Shall have served one year as an active EMT within the Florence Township Fire Department.
- Shall have completed I-100 and I-200.
- Shall be a qualified operator on all of the EMS apparatus and all portable EMS equipment within the department.
- Shall be a member in good standing in the department.
- Shall have graduated from High School with a diploma or equivalent

Educational requirements

Lieutenants shall complete the following course prior to or within one year of the appointment:

- 12 Hours of Leadership Training

CAPTAIN

Captains shall be responsible to the Battalion Chiefs or other head of his/her assigned division. He/She shall provide support to all Fire Department Goals

Duties and Responsibilities

- Shall ensure the safety and welfare of their apparatus and station personnel.
- Shall insure, in accordance with NIMS, the establishment of the Incident Command System,
- Shall ensure proper use and placement of their apparatus.
- Shall be familiar with the rules, regulations, policies and safety standards of the Fire Department and shall ensure their compliance.
- Shall be familiar with the area protected by the Fire Department.
- Shall carry out assigned training, operational and staff functions.
- Shall comply with all safety standards, regulations and procedures.

- Shall maintain all files as required by the Battalion Chief.
- Shall complete detailed and accurate reports of all incidents.

Entrance Requirements Fire and EMS Captain

- Shall have completed and maintained all the entrance requirements for the position of Lieutenant.
- Shall serve for a minimum of 2 years as a Lieutenant within their Division in the Florence Township Fire Department. Credit may be given for service attained in other Divisions or other Departments.

Educational requirements

Captains shall complete the following course prior to or within one year of the appointment:

- 36 Hours of Leadership Training
- Must have met and maintained the education requirements for Lieutenant.

BATTALION CHIEFS

The Battalion Chiefs shall be responsible to the Deputy Chief for the effective and efficient functioning of his/her assigned division. In the absence of a Deputy Chief, the Battalion Chief shall report to the Department Chief. He/She shall have the authority to utilize resources assigned to his/her division in order to accomplish Fire Department objectives.

Duties and Responsibilities

- Shall ensure the safety and welfare of the department and personnel.
- Shall insure, in accordance with NIMS, the establishment of the Incident Command System,
- Shall formally assume the role of Incident Commander when appropriate.
- Shall be familiar with the rules, regulations, policies and safety standards of the Fire Department and shall ensure their compliance.
- Shall carry out policies, goals and objectives of the Florence Township Fire Department. He/She shall participate in the establishment of Township goals and objectives and plans for the implementation in concert with the executive officer.
- Shall assist other division leaders as needed.
- Shall properly communicate requests or recommendations for apparatus and equipment purchases and prepare an operational budget request.
- Shall carry out assigned training, operational and staff functions within their Division.

Entrance Requirements

- Shall have served as a Captain within their Division in the Florence Township Fire Department for a minimum of two years.

- Shall have completed and maintained all the entrance requirements for the position of Captain
- Shall be a member in good standing in the department.

Educational requirements

Battalion Chiefs shall complete the following course prior to or within one year of the appointment:

- Must have met and maintained the education requirements for Captain.
- Administration/Management education – 24 Hours
- Strategy and Tactical education (Division Specific) – 24 Hours
- Shall have completed I-300.

FIRE OFFICIAL

The Fire Official shall be responsible to the Department Chief for the effective and efficient functioning of the Bureau of Fire Prevention for the Fire Department. He/She shall enforce appropriate provisions of the NJ State Uniform Fire Code and the Code of the Township of Florence.

Duties and Responsibilities

- Shall insure that the policies, goals and objectives set for the Bureau of Fire Prevention are met, and shall provide a plan for implementation.
- Shall be familiar with the rules, regulations, policies and safety standards of the Fire Department.
- Shall be responsible for fire prevention activities within the township including but not limited to code enforcement, public education, and fire investigations.
- Shall participate in the establishment of Township goals and objectives and plans for the implementation in concert with the executive officer and other division leaders.
- Shall assist other division leaders as needed.
- Shall properly communicate requests or recommendations for the Bureau and prepare a fire prevention budget request.
- Shall be responsible for the administration of all personnel assigned to the Bureau of Fire Prevention.

Entrance Requirements

- Shall be NJ certified Fire Official.

Educational requirements

- Shall maintain Fire Official certification.

Fire Official shall complete the following course prior to or within one year of the appointment:

- Fire Investigation – minimum 30 hours

- Administration/Management – minimum 24 hours
- Shall have completed I-300.
- Shall complete all continuing education requirements necessary to maintain NJ Fire Official certification. In addition, such other course as may be necessary shall be taken to maintain a high degree of competency in the area of fire prevention.

DEPUTY CHIEF

The Deputy Chief shall be responsible to the Department Chief for the effective and efficient functioning of his/her assigned division. In the absence of the Chief, the Deputy Chief shall have the authority to utilize resources assigned to the department in order to accomplish Fire Department objectives.

Duties and Responsibilities

- Shall ensure the safety and welfare of the department and personnel.
- Shall insure, in accordance with NIMS, the establishment of the Incident Command System,
- Shall formally assume the role of Incident Commander when appropriate.
- Shall be familiar with the rules, regulations, policies and safety standards of the Fire Department and shall ensure their compliance.
- Shall carry out policies, goals and objectives of the Florence Township Fire Department. He/She shall participate in the establishment of Township goals and objectives and plans for the implementation in concert with the executive officer.
- Shall assist other division leaders as needed.
- Shall properly communicate requests or recommendations for apparatus and equipment purchases and prepare an operational budget request.
- Shall carry out assigned training, operational and staff functions for the Department.

Entrance Requirements

- Shall have served as a Battalion Chief within the Florence Township Fire Department for a minimum of three years.
- Shall have completed and maintained all the entrance requirements for the position of Battalion Chief.
- Shall be a member in good standing in the department.

Educational requirements

Deputy Chief shall complete the following course prior to or within one year of the appointment:

- Must have met and maintained the education requirements for Battalion Chief.
- Administration/Management education – 24 Hours
- Strategy and Tactical education (Division Specific) – 24 Hours
- Shall have completed I-400.

DEPARTMENT CHIEF

The Department Chief shall be responsible to the Board of Fire Commissioners for the effective and efficient functioning of the Fire Department. He/She shall respect the duties and responsibilities of other officers as detailed in this policy, and also with the specific staff and command assignments of individuals in the Fire Department. The department chief shall report to the Board at their regular monthly meeting.

Duties and Responsibilities

- Shall insure that the operational policies, goals and objectives set for the Fire Department by the Board of Fire Commissioners are met. He/She shall establish divisional objectives to support the Fire Department goals and shall provide a plan for their implementation. He/She shall insure that all divisions work toward common Fire Department Goals.
- Shall ensure other external agencies support Fire Department goals through prior communication and planning.
- Shall prepare a budget to meet Fire Department objectives.
- Shall insure the quality of the delivery of Fire Department services in areas including, but not limited to operations, training, maintenance, and community service.
- Shall insure, in accordance with NIMS, the establishment of the Incident Command System,
- Shall formally assume the role of Incident Commander when appropriate.
- Shall evaluate individuals for divisional officers' positions and make recommendations to the Board for appointments in accordance with this policy.
- Shall make recommendations to the Board on actions, which are necessary to establish or maintain compliance with related codes, standards, and regulations to ensure departmental compliance.
- Shall be responsible for maintaining all personnel training and medical files.
- Shall provide pre-fire planning and community service master planning/risk management.
- Shall develop, review, and ensure compliance with Fire Department Policies and Procedures.
- Shall be responsible for the maintenance of apparatus and equipment.

Requirements

The entrance requirements and educational requirements for the department chief shall be at the sole discretion of the Board of Fire Commissioners. He/She shall meet the minimum requirements for operations chief, as a minimum. The department chief shall meet the continuing educational requirements of this policy.

Acting Officer

An Acting Officer shall serve on an as needed basis, acting in the absence of a formally appointed Officer. Such situations include but are not limited to; serving as the apparatus

officer on emergency incidents; serving as a crew supervisor on scene during an emergency, or any other circumstance deemed appropriate by the Incident Commander. He/She shall be responsible to their direct on scene supervisor in accordance with guidelines established within the Incident Command System. He/She shall provide support to all Fire Department Goals.

Members eligible to serve as an Acting Officer shall be posted on the Florence Township Fire Department Certification / Driver/Operator List located in the Apparatus Bay.

Duties and Responsibilities

- Shall ensure the safety and welfare of their company or crew..
- Shall insure, in accordance with NIMS, the establishment of the Incident Command System,
- Shall ensure proper use and placement of their apparatus.
- Shall be familiar with the rules, regulations, policies and safety standards of the Fire Department and shall ensure their compliance.
- Shall be familiar with the area protected by the Fire Department.
- Shall carry out assigned tasks.
- Shall when appropriate, complete detailed and accurate reports of all incidents

Entrance Requirements Acting Officer (Fire)

- Shall have served three years as a NJ State Certified Level 1 Firefighter
- Shall have served one year as an active Firefighter within the Florence Township Fire Department.
- Shall possess a NJ Incident Management Level 1 certificate
- Shall be a qualified operator on at least 1 piece of fire apparatus and shall be working towards qualification on remaining apparatus.
- Shall be a qualified operator of all portable fire equipment. within the department.
- Shall be a member in good standing in the department.
- Shall have graduated from High School with a diploma or equivalent

Entrance Requirements Acting Officer (EMS)

- Shall have served three years as a NJ State Certified EMT.
- Shall have served one year as an active EMT within the Florence Township Fire Department.
- Shall have completed I-100 and I-200.
- Shall be an approved riding EMT per the requirements of the New Jersey Office of Emergency Medical Services.
- Shall be a qualified operator on all of the EMS apparatus and all portable EMS equipment within the department.
- Shall be a member in good standing in the department.
- Shall have graduated from High School with a diploma or equivalent

Officer Stipends

All department officers shall be given a stipend for the year they hold a line officer position. The amount of the stipend will be determined by the Board. All career positions will be determined by contracts with the Board. The stipend will be payable in the Month of December the year the office was held. Acting Officers shall not receive an Officer Stipend.

All officers will be reviewed every 4 months by the Chief or the Board to see if the officers are upholding their duties and responsibilities within this policy and tasks or assignments that have been assigned to them for the year by the Chief.

The stipends maybe withheld or reduced, if the Chief or the Board feels that the officer has not upheld his/her duties, responsibilities and or tasks that were assigned by the Chief.

Adopted: 300-320-01

Revised: 10-2016

Readopted: 10-2016