

# **TOWNSHIP FIRE DEPARTMENT**

## **CHAPTER 1: ADMINISTRATION OPERATIONS**

Part 1: History and Administration

Subject: Administration and Administrative Chain of Command

Page 1 of 2

Section: 1-1-3

Effective Date: 01-01-90

Revised Date: 02-02-20

### Administration

A five person Board of Directors governs Township Fire Department, Inc. The Town Chairperson or his/her designee of the Towns of Seymour, Washington, Union, Pleasant Valley and Brunswick serve as Board members. The Board of Directors meets monthly or as often as necessary to manage the business and affairs of the corporation.

One of the duties of the Board of Directors is to appoint TFD officers. All officers serve at the pleasure of the Board. They are appointed for a three-year term, which may be renewable. TFD Staff Officers are: Chief; Assistant Chief, Chief of Rescue, Chief of Operations, Chief Training/Safety Officer; Assistant Chief Training/Safety, Chief Fire Inspector, and Public Information Officer. It is the duty of each Staff Officer to see that the policies of the Board of Directors are carried out and is responsible for his/her department budgets each year. The Board of Directors adopts a budget in October of each year for the following calendar year. Voting for the total fire department budget is done on a weighted vote based on each town's equalized valuation. All other matters are voted on with one vote for each board member.

The Board of Directors, along with the Chief, makes appointments of all Station Officers. Each station has the following officers: Battalion Chief, Captain, two Lieutenants, and Station Training/Safety Officer.

The Board of Directors is responsible for hiring a Dispatcher for the Fire Department. This is a full time position (24 hours a day - 365 days per year). The dispatcher may hire relief help with the approval of the Board and Chief. The Board also hires a part-time office manager.

The Board of Directors has adopted Job Descriptions for all officers.

The Board of Directors has adopted Standard Operating Guidelines for the operation of the department.

**Administrative Chain of Command**

