

TOMS RIVER TOWNSHIP FIRE DEPARTMENT Standard Operating Guidelines			
CHAPTER: 2	SECTION: 05	# OF PAGES: Five (5)	
SUBJECT: DISTRICT CHIEF			
EFFECTIVE DATE: April 01, 2015	BY THE ORDER OF: Toms River Board of Fire Commissioners District No.1	SUPERSEDES ORDER #: SOG 2-05, Eff. 04-01-09	

PURPOSE: The purpose of this Standard Operating Guideline is to set forth the minimum criteria and job description for the position of District Chief. Additionally, it will set forth some of the job duties of the position. Reporting to the Chief Administrator, the District Fire Chief will assist with planning, directing and controlling all aspects of the fire department as authorized by the Chief Administrator and/or the Toms River Board of Fire Commissioners District No.1. Administrative duties consist of but not limited to planning, directing and controlling all fire department activities. The District Fire Chief consults with the Chief Administrator and/or the Toms River Board of Fire Commissioners District No.1 on issues of policy and planning.

SCOPE: This guideline shall only pertain to the membership of the companies under the jurisdiction of the Toms River Board of Fire Commissioners District No.1.

1. Appointment

- A. The Toms River Board of Fire Commissioners District No. 1 will appoint the District Chief.
- B. Prior to being appointed, The Board of Fire Commissioners will establish a review board which will consist of the five (5) fire commissioners, Chief Administrator, four current company chiefs or immediate past chiefs and the president of the officers association and/or his/her designee. The four current chiefs or immediate past chiefs and the president of the officers association are only selected to provide input to the Board of Fire Commissioners during the interview process. The Board will make the determination which candidate will ultimately assume the position of District Chief. All chiefs expressing interest to be on the selection review board shall submit a letter of interest to the Board of Fire Commissioners Administration office by December 1st. The board of fire commissioners will review the letters of interest and determine which chiefs will be selected to sit on the review board.
- C. Each person pursuing the position of District Chief shall submit to the Toms River Board of Fire Commissioners District No. 1 Administration office a Letter of Interest and Resume by February 1st of the expiring term.

- D. Each person who has submitted their letter of interest will be contacted by the Toms River Board of Fire Commissioners District No. 1 administration staff to advise them of the date and time of the review board. These appointments will not be re-scheduled unless there are extenuating circumstances which will not permit the candidate to appear. Rescheduling will be at the sole discretion of the Toms River Board of Fire Commissioners District No. 1.
- E. Upon approval of the candidate's qualifications by the review committee, the candidate will be presented and appointed at the regularly scheduled re-organization meeting of the Toms River Board of Fire Commissioners District No.1.
- F. The District Chief term shall be for one (1) two year term. The commissioners may extend the term at their discretion as long as his/her performance justifies the same.
- G. Prior to the Toms River Board of Fire Commissioners District No.1 re-appointing the District Chief, The Toms River Board of Fire Commissioners District No.1 shall establish a review board prior to the re-appointment of the District Chief in accordance with Section 1 paragraph B above. The review board will review the progress and evaluate the performance of the District Chief. The Board of Fire Commissioners will make the determination if the District Chief will ultimately be re-appointed to the position of District Chief.

2. QUALIFICATIONS

- A. He/she shall be a member in good standing in his/her own company.
- B. He/she shall have a minimum of 15 years of firefighting experience in the fire district.
- C. He/she shall meet all the requirements for the position of Chief as set forth in the Standard Operating Guidelines and has served as company chief for a minimum of two years.
- D. He/she shall have adequate knowledge of pre-fire plans for all the fire companies operating within the district.
- E. He/she shall be a citizen of the United States
- F. He/she must be a resident of the fire district in accordance with the Toms River Board of Fire Commissioners District No.1 residency guidelines.
- G. He/she shall be familiar with the property within the district with particular attention to target areas.
- H. He/she shall be knowledgeable in all aspects of the Safety Officer position and shall be knowledgeable of all firematic activities performed at the Toms River Township Fire Training Academy.

3. DUTIES AND OBLIGATIONS

The District Chief is appointed by the Toms River Board of Fire Commissioners of District #1 and, therefore, his/her primary duty and obligation is to implement the policies and procedures, Standard Operating Guidelines, rules and regulations and the bylaws of the Toms River Board of Fire Commissioners District No.1. In fulfilling this primary duty and obligation and under the supervision and guidance of the Chief Administrator, the District Chief will be responsible for the following:

- A. The District Chief shall be obligated to understand and implement all policies and procedures, Standard Operating Guidelines, rules and regulations and the bylaws as set forth by the Toms River Board of Fire Commissioners.
- B. The District Chief shall report all issues/concerns reported to him/her or discovered by him/her to the Chief Administrator, or in his/her absence to a Fire Commissioner. All such reports to a Fire Commissioner shall be made based upon the liaison structure under which the Board of Fire Commissioners is organized. In the absence of the appropriate liaison, the District Chief should report the matter to the Chairperson of the Board.
- C. The District Chief shall submit a written report at the Toms River Board of Fire Commissioners District No. 1 first meeting of each month regarding all special drills and events.
- D. The District Chief shall have general supervision of the district, subject to the rules herein laid down or which the fire commissioners from time to time adopt.
- E. At all alarms of fire, the District Chief until command is terminated or relieved by the Chief Administrator may assume and can have full and absolute control and command of the department and apparatus if, in his/her discretion, the assumption of command and control is necessary.
- F. It shall be the duty of the District Chief to coordinate two combined drills per year with all four companies within the jurisdiction to Toms River Board of Fire Commissioners District No.1.
- G. The District Chief may whenever he/she deems necessary, call out any or all companies for additional drills when and where he/she may deem necessary.
- H. The District Chief, at a minimum shall attend the Toms River Board of Fire Commissioners District No. 1 first meeting of the month unless he/she is out of town during such meeting. Additionally, the District Chief must attend all special meetings of the Toms River Board of Fire Commissioners District No.1.
- I. The District Chief shall attend budget meetings when requested.
- J. The District Chief will provide for good public relations.
- K. The District Chief will maintain a working knowledge of adjoining districts for multiple alarm assignments.
- L. The District Chief will oversee all four companies within the district as well as any contracted fire companies.
- M. The District Chief will maintain discipline and training standards within the district while acting within the command structure of District No. 1.

- N. The District Chief shall be considered the Fire Incident Commander for all District No. 1 units whenever the Office of Emergency Management activates the Emergency Operations Center. As such, the District Chief will be in constant communication with the Office of Emergency Management liaisons in order to communicate with the Chief Administrator, Police Command, Emergency Medical Services Command and other township officials.
- O. The District Chief will wear when on duty; full firefighting turnout gear consisting of a white helmet, boots, turnout pants and turnout coat upon which his/her rank will be designated.
- P. The District Chief will assume all additional duties and responsibilities as determined by the Chief Administrator and/or the Toms River Board of Fire Commissioners District No.1.

Peripheral Duties:

- 1. Attends conferences and meetings to keep abreast of current trends in the field. The District Chief shall be reimbursed for his/her expenses incurred in traveling for the fire district in the performance of his/her duties during the year. In an amount deemed reasonably adequate by the Toms River Board of Fire Commissioners District No. 1, such traveling expenses shall be paid upon presentation of proper vouchers and in compliance with the Toms River Board of Fire Commissioners District No. 1 Travel Policy.
- 2. Represents the Toms River Board of Fire Commissioners District No. 1 in a variety of local, county, state and other meetings.
- 3. Serves as a member of various committees.

Special Requirements:

- 1. Must possess the ability to lead and motivate personnel, recognizing their difference and the management styles required.
- 2. Must attend meetings and training sessions
- 3. Expected to be available and/or reachable twenty four (24) hours per day, three hundred sixty five (365) days per year, with the exception of scheduled leaves of absence and/or scheduled vacation time.
- 4. Must possess a valid New Jersey Driver's License without record of suspension or revocation in any state. Driver's License will be verified annually during the annual driver's license verification process.
- 5. No felony convictions or disqualifying criminal histories.
- 6. Ability to read and write the English Language proficiently.
- 7. Must have computer skills.
- 8. An ability to meet department physical demands.

Skills and Abilities:

1. Ability to be an effective leader.
2. Ability to organize and delegate.
3. Ability to effectively administer the operations of a fire department.
4. Knowledge of NFPA, ISO, PEOSH and the laws and statues of the United States of America and the State of New Jersey and Fire Department Standard Operating Guidelines (SOG's), policies and procedures, applicable by-laws, codes, regulations, acts and standards.