

Organizational Summaries – East Central Fire Command

Fire Chief

The Fire Chief performs administrative, managerial, and supervisory work as the director of the East Central Fire Command (ECFC). As the leader of the ECFC, the Fire Chief plans and directs, through subordinate supervisors, the short and long-term programs and day-to-day activities of the organization. The Fire Chief manages the organization's financial and human resources with the goal of keeping losses of property and lives due to fire and other emergencies at a minimum. The Fire Chief is also responsible for the organization's external affairs in conferring and coordinating with member organizations, other fire departments, and community groups. Direct supervision is exercised over subordinate supervisors. The Fire Chief reports to the ECFC Board of Directors, who will evaluate the level of job performance based on assessment of status reports received and the attainment of administrative and financial goals and objectives of the organization.

Assistant Chief - Administration

Under the general supervision and direction of the Fire Chief, the Assistant Chief - Administration (ACA) performs administrative and supervisory duties coordinating and overseeing all fire and medical related activities in the organization. The ACA may be assigned administrative duties including training, equipment, payroll, human resources activities, finance, and budgeting, etc. The ACA directly oversees the Deputy Chiefs and administrative support staff positions within the organization. The ACA is appointed by and serves under the general supervision and direction of the Fire Chief, who will evaluate the level of job performance based on the attainment of operational goals, objectives, and overall organizational effectiveness.

Deputy Chief – Operations

The Deputy Chief - Operations (DCO) is responsible for managerial and administrative work as the officer in charge of fire suppression, emergency medical services, hazardous materials, and technical rescue in the fire department. The DCO manages the day-to-day activities of shift commanders. The DCO, as a member of the management team, also oversees recruitment and selection activities. The DCO reports to the Assistant Chief - Administration who will assess job performance through discussion and assessment of status reports, results of program activities, the state of readiness of equipment and personnel on the shift, and the attainment of operational goals and objectives. The three shift Battalion Chiefs work under the direct supervision of the DCO.

Deputy Chief - Community Risk Reduction Officer

The Deputy Chief - Community Risk Reduction Officer (DCCRR) is responsible for community risk reduction & education. The DCCRR develops and implements general organizational risk reduction strategies and specific programs which address identified issues within the organization and community; develops and conducts various programs, events, forums, presentations, lectures, and multimedia presentations to a variety of audiences using input from department members; designs, develops and delivers well planned programs that include preplanning/inspection, public education, emergency preparedness, manage public relations activities, health and wellness for the organization, and serves as the ECFC public information officer. Additionally, the DCCRR develops new and creative outreach activities, funding sources, and partnerships; reviews, analyzes, and documents fire data to determine the effectiveness of programs while monitoring trends. The DCCRR reports to the Assistant Chief -

Administration who will assess job performance through discussion and assessment of status reports, results of program activities, and the attainment of goals and objectives.

Battalion Chief – Operations (Shift Commander)

Under the general supervision and direction of the Deputy Chief of Operations, Battalion Chief of Operations (BCO) responds to emergencies involving fire, medical, or environmental concerns. The BCO also performs administrative and supervisory duties relating to the prevention and mitigation of emergencies and disasters through proper planning, public education, and code enforcement. This position may include administrative duties including training, equipment, etc. The BCO also oversees and manages a specific shift of line personnel and company officers.

Battalion Chief- Emergency Medical Services (Shift Commander)

Under the general supervision and direction of the Deputy Chief of Operations, the Battalion Chief - Emergency Medical Services (BCEMS) shall act as the liaison between the Fire Chief and all licensed EMS personnel. They shall also plan, direct, supervise, and coordinate activities related to Paramedic and Emergency Medical Technician licenses; Medical Director approved protocols, and member departments' policies and procedures in relation to Emergency Medical Services. The BCEMS will supervise the medical officers from each department. The BCEMS also oversees and manages a specific shift of line personnel and company officers.

Administrative Assistant/Executive Assistant

The primary function of the Administrative Assistant is to provide a wide range of secretarial and clerical services to a department or division to which they are assigned. The Administrative Assistant performs work independently after becoming familiar with the purpose of the department or division using a wide range of office skills. Certain positions of this class may serve as a lead worker over other clerical personnel and/or perform confidential duties in the labor relations process. Administrative Assistants report to the fire chief, professional, or other supervisor. Work performance is evaluated based on the effective functioning of the administrative support activities in an office