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**POCATELLO FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Subject: Fire Chief

To: All Personnel

Revision Date: November 1998

From: Mike Duersch

Last Reviewed: November 1998

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POSITION PURPOSE:

This position is accountable for directing the operations of Pocatello's Fire Department through the prevention and suppression of fires, by providing a county-wide EMS System which includes ALS-BLS Transport, regional Haz-Mat response team, all hazard rescue services. The Fire Chief is designated the City of Pocatello Disaster Management Coordinator.

PRINCIPAL ACCOUNTABILITIES:

1. Select, develop, direct and motivate a staff of technically qualified people whose combined efforts will ensure the continuous availability of fire, EMS, rescue, haz-mat and disaster services.
2. Establish daily and long-range goals and objectives by identifying expected demands and the resources required to meet those demands.
3. Ensure the operational effectiveness of the department with considerable knowledge of the principles of public administration with reference to personnel and budget administration.
4. Ensure compliance and appropriateness of the municipal fire code, related state and federal laws addressing training and safety by approving programs developed by staff.
5. Ensure the cost-effective administration of Fire Department activities through budgetary planning and control.
6. Ensure the safe and effective operation of the department by implementing principles and practices designed to control the element of risk.
7. Contribute to the control and resolution of major emergencies by personally directing the operation through subordinate officers at the scene.
8. Ensure the public is informed and aware of fire department policy, activity and special situations by responding to inquiries and providing the necessary information to the public.

NATURE AND SCOPE:

This position reports to the Mayor. Reporting to this position is the Fire Department Staff.

This position requires knowledge in fire and EMS principles and practices, and knowledge and experience in human resource management, to include working with collective bargaining groups in negotiation and contract administration. The incumbent must possess the ability to take command and manage any major emergency or disaster as may occur.

This position serves as the Fire Chief for the City of Pocatello and includes managing the EMS-Ambulance system for Bannock County. The department staffs 5 fire stations with a staff of approximately 75 full time employees. In addition, there are 2 stations staffed with approximately 20 part time employees in south Bannock County.

Representative challenges associated with this position are providing the most efficient and effective, up-to-date technology in many rapidly changing fields; maintaining high morale and motivation levels so that personnel are ready and able to cope with emergency situations; and providing multiple services required within the budgetary resources provided.

This position has authority to formulate and recommend major policies related to the department and implements those approved. Within the general guidelines established by the Council and Mayor, this position has the general authority required to administer the operations, procedures and programs of the department. This includes hire/fire considerations as well as discipline and motivational activities.

Internal contacts include the Fire Department staff, Mayor and Council and department heads. External contacts include the Bannock County Commissioners, state fire, EMS and disaster officials.

APPROVAL SIGNATURE

MAYOR OF POCATELLO

DATE