

# Duties Chart, of Record and Tradition

<b>CHIEF OF FIRE</b>	<b>DEPUTY CHIEF</b>	<b>BATTALION CHIEF</b>
Administrative Policy Capital improvements Development Finance/Budget Human Resources Legal Aspects Long-range Planning NERISS/OFFPC Coordinator Operations Personnel Records Access Risk Manager Strategic Planning Supervises: Deputy Chief Health & safety Officer Director of Medical	Aggressive Deadly Behavior Incidents Plan Driver Training Program Equipment Ordering Operational Readiness Facility Maintenance, Premises Information, and Station Management Personal Protective Equipment Premises Information Station Management Training Officer Vehicle Maintenance & Repair Administers: Respiratory Protection Program	<i>Operations</i> Incident command Supervision of companies Training and standards  <i>Administration</i> Scheduling Staffing Documentation Budget input Equipment needs Station conditions  Coordination and communication Safety oversight
<b>HEALTH AND SAFETY OFFICER</b>	<b>TRAINING OFFICER</b>	<b>PUBLIC INFORMATION OFFICER</b>
Infection Control Incident Safety Officer Accident Investigation Exposure Control of Communicable Diseases Respiratory Protection Wellness Coordinator Fitness Coordinator Chair of Committee Implementing and Managing CISD program Heat Stress Awareness	Training Plan & Program Public Education Preparedness Documentation Training Budget Training Supplies	Press Releases Social Media Website
<b>SECRETARY OF CORPORATION</b>	<b>ON-SCENE INCIDENT COMMANDER</b>	
Disclosure of Interest Officer	Post-Incident Plan	
<b>STATION 1 CAPTAIN</b>	<b>STATION 2 CAPTAIN</b>	
SCBA Program Manager (both stations) Pre-plans Oversees Lieutenants	Training Officer Assistance SCBA Assistance Pre-plans Oversees Lieutenants	
<b>STATION 1 LIEUTENANTS</b>	<b>STATION 2 LIEUTENANTS</b>	
Quartermaster Vehicle-check Assignments Special Ops Trailer Gear Inspection & Compliance	Vehicle-check Assignments Portable Equipment-check Assignments Gear Inspection & Compliance Utility Terrain Vehicle and Trailer Inspection	