

Duty	Responsible individual(s) 2026-08-30
Strategic planning	C1 — Fire Chief
Village Board relations	C1 — Fire Chief
Budget development and capital planning	C1 — Fire Chief
Labor/personnel issues	C1 — Fire Chief
Emergency management	C1 — Fire Chief
Mutual aid and county relations	C1 — Fire Chief
Hiring career staff	C1 — Fire Chief
Major discipline	C1 — Fire Chief
Overall policy approval	C1 — Fire Chief
Officer development	C1 — Fire Chief; C2 — Deputy Fire Chief
Volunteer recruitment and retention	C1 — Fire Chief; C2 — Deputy Fire Chief
Career/volunteer integration	C1 — Fire Chief; C2 — Deputy Fire Chief
New volunteer member onboarding	C1 — Fire Chief; C2 — Deputy Fire Chief
Incident command quality assurance	C1 — Fire Chief; C2 — Deputy Fire Chief
Response policies	C1 — Fire Chief; C2 — Deputy Fire Chief
SOP/SOG development	C1 — Fire Chief; C2 — Deputy Fire Chief
AFG grants	C1 — Fire Chief; C2 — Deputy Fire Chief
SAFER grants	C1 — Fire Chief; C2 — Deputy Fire Chief
State grants	C1 — Fire Chief; C2 — Deputy Fire Chief
Equipment grants	C1 — Fire Chief; C2 — Deputy Fire Chief
Public Information Officer	C2 — Deputy Fire Chief
Apparatus readiness	C2 — Deputy Fire Chief
Firefighter development	C2 — Deputy Fire Chief
Hydrant program	C2 — Deputy Fire Chief

Pre-fire plans	C2 — Deputy Fire Chief
Mutual aid coordination	C2 — Deputy Fire Chief
Coordinate with EMS supervisor	C2 — Deputy Fire Chief
DMO and Deputy DMO coordination	C2 — Deputy Fire Chief
Annual physical scheduling	C2 — Deputy Fire Chief; C3 — Deputy Fire Chief (Career)
Medical supplies	C2 — Deputy Fire Chief
Monthly response statistics	C2 — Deputy Fire Chief
Response time review	C2 — Deputy Fire Chief
Significant incident reviews	C2 — Deputy Fire Chief
Lessons learned	C2 — Deputy Fire Chief
New career member onboarding	C3 — Deputy Fire Chief (Career)
Personnel files	C3 — Deputy Fire Chief (Career)
Annual evaluations for career members	C3 — Deputy Fire Chief (Career)
Vehicle maintenance scheduling	C3 — Deputy Fire Chief (Career)
Apparatus inspections	C3 — Deputy Fire Chief (Career)
Equipment testing	C3 — Deputy Fire Chief (Career)
Hose testing	C3 — Deputy Fire Chief (Career)
Ladder testing	C3 — Deputy Fire Chief (Career)
SCBA maintenance	C3 — Deputy Fire Chief (Career)
Small equipment inventory	C3 — Deputy Fire Chief (Career)
Records retention	C3 — Deputy Fire Chief (Career)
Policies	C3 — Deputy Fire Chief (Career)
Accreditation readiness	C3 — Deputy Fire Chief (Career)
Annual report	C3 — Deputy Fire Chief (Career)
Fit testing	C3 — Deputy Fire Chief (Career)

OSHA documentation	C3 — Deputy Fire Chief (Career)
Station inspections	C3 — Deputy Fire Chief (Career)
Building maintenance	C3 — Deputy Fire Chief (Career)
Grounds	C3 — Deputy Fire Chief (Career)
Generator testing	C3 — Deputy Fire Chief (Career)
HVAC	C3 — Deputy Fire Chief (Career)
Security systems	C3 — Deputy Fire Chief (Career)
Annual training calendar	C4 — Battalion Chief
OSHA compliance	C4 — Battalion Chief
NYS fire reporting	C4 — Battalion Chief
Firefighter certifications	C4 — Battalion Chief
EMS continuing education tracking	C4 — Battalion Chief
Driver training records	C4 — Battalion Chief
PPE inventory	C4 — Battalion Chief
Uniforms	C4 — Battalion Chief
Fuel	C4 — Battalion Chief
Station supplies	C4 — Battalion Chief
Radio inventory	C4 — Battalion Chief
Annual equipment replacement list	C4 — Battalion Chief
Inventory software	C4 — Battalion Chief
Asset tracking	C4 — Battalion Chief
NFPA compliance inspections	C4 — Battalion Chief