

Airway Heights Fire Department – Standard Operating Guidelines

DEPUTY FIRE CHIEF	2.3
	Ref. Policy:
	Developed: 07/12 Changes: 01/13
	Approved: _____ Date: ___/___/___
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2.3-1 General

This is an executive fire combat position, which customarily and regularly requires discretion and independent judgment, supervision of routine and emergency activities, scheduling of work assignment, and instruction of department personnel, participating in firefighting and emergency responses.

- This position is assigned to Operations, Administration, Fire Marshal and Maintenance.
- This position reports directly to the Fire Chief.

2.3-2 Administrative Duties

He/she shall have managerial responsibility for department operations including the preparation of the budgets, which affect his/her divisions.

2.3-3 Acting Position

In the absence of the Fire Chief, Assistant Fire Chief the Deputy Chief may be in charge of the operations of the department. This position will be required to pull the Duty Officer, as outlined in Section 2.6-1 Duty Officer.

2.3-4 Compensatory Time

As an executive position, the Deputy Fire Chief may have to work different schedules and hours and time accrued will follow under compensatory time which is earned following policies set in the Union Contract for compensatory time for day shift shall apply to this position. The Deputy Fire Chief shall submit all requests for compensatory and vacation time directly to the Fire Chief for approval.

2.3-5 Fire and Life Safety Inspections

Oversee commercial occupancy inspection program and compliance to local, state and national codes, laws, ordinances, regulations and applicable standards.

2.3-6 Pre Incident Planning of Target Hazards

Oversee target hazard pre incident planning for emergencies.

2.3-7 Pre Application and Construction Planning

Oversee pre application and construction planning with regards to fire and life safety.

2.3-8 Fire Investigation

Oversee fire investigation program to determine origin and cause of fire incidents. Act as lead investigator concerning accidents, injuries (in conjunction with Safety Officer) and other assigned cases involving the fire department.

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2.3-9 Pre Emergency Resources

Oversee pre emergency functions such as GIS mapping, reports, pre plans, run cards, resources and equipment.

2.3-10 Equipment and Vehicle Maintenance, Specification and Testing

Oversee equipment and vehicle maintenance, department specifications and serviceability of fire combat equipment.