



Standard Operating Guidelines
Section 20.0

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20.0		Fire Staff Positions & Duties	
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Fire Staff Positions and Duties

Chief

The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality.

Deputy/Assistant Chief

Under direction of the Fire Chief, the Assistant Chief, plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Assistant Chief may also perform the same duties as a firefighter.

Captain(s)

Under direction of the Assistant Chief, plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression company; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs training, recruitment, fire inspection, and prevention programs; and performs related work as assigned. A Captain may also perform the same duties as a Firefighter.

Lieutenant(s)

Under direction of the a Chief or Fire Captain, deploys, supervises and reviews the work of Firefighters, takes command of fires and other emergency incidents within the

municipality unless relieved by a Captain or Chief, performs the full range of emergency response duties as a member of a response team; coordinates and participates in non-emergency inspection, training, maintenance and related activities; assists Fire Captains in providing administrative support for specified departmental programs; and performs related work as assigned. A Lieutenant may also perform the same duties as a firefighter.

Firefighter I & II

Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter I or II is certified by the State of Wisconsin as Firefighter I or II. All Firefighters responding to a MABAS incident shall be State Certified Firefighter I or II.

Firefighter I

Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter 1 is certified by the State of Wisconsin as Firefighter I.

Firefighter ELF (Entry Level Firefighter)

Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter ELF has completed Entry Level Firefighter courses. An ELF firefighter shall not respond to MABAS calls outside Division 104. All firefighters shall have a minimum of the 60 hour State of Wisconsin Firefighter class may be permitted to participate in structural fire fighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel.

Probationary/Intern Firefighter

Under direction of a Firefighter, Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Probationary/Intern Firefighter has not completed entry level firefighter coursework and may not be permitted to participate in structural fire fighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel.

Youth Firefighter

Under direction of a Firefighter, Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team is utilized as support personnel only. The Youth firefighter shall be limited to the functions as specified in the “Youth Firefighter bylaws” and the Fire Districts Insurance Company requirements.