

DEPARTMENT STRUCTURE

A. THE FIRE DISTRICT

The Western Reserve Joint Fire District is a political subdivision created by the Ohio Revised Code. The Fire District encompasses the Village of Poland and Poland Township. The Fire District is empowered under the Ohio Revised Code, and generally follows those laws which are applicable to townships. As a political subdivision, the Fire District has the rights and responsibilities which are granted other governmental entities.

B. THE FIRE DISTRICT BOARD OF TRUSTEES

The Western Reserve Joint Fire District is governed by a Board of Trustees. The Board consists of five members. Two members are appointed by Poland Village Council, while two members are appointed by Poland Township Trustees. The fifth member is appointed from the public at large and represents, on an alternating yearly basis, a resident from the Village or Township. The Trustees are responsible for setting policies for the Fire District. While the Board does not become involved in day-to-day operations of the Fire District, it is the Board that has the ultimate authority in all matters of a non-emergency nature. The Board also has the authority to appoint a clerk / treasurer (fiscal office) to serve the Fire District. Again, the rights and responsibilities of the Trustees are specified in the Ohio Revised Code.

C. DEPARTMENT OFFICERS

There are several different ranks of officers within the Fire District. The Department expects, at the very least, that all newly appointed Fire Officers will have the knowledge, skill, experience, training or education to meet or exceed the requirements for Fire Officers set forth in NFPA 1021.

1. Officer Ranks

a. Fire Chief - The Board of Trustees of the Fire District shall appoint an individual to serve as the Fire Chief of the District. The Fire Chief has the ultimate responsibility and authority for all functions and operations of the Fire District. Specific duties and responsibilities for the Fire Chief are specified in the Ohio Revised Code.

b. Assistant Chief - The Fire Chief may appoint an individual to serve as an Assistant Chief. The Fire Chief may delegate specific areas of responsibility to the Assistant. These areas of responsibility may include, but are not limited to, administration (inspections, investigations, etc.) or operations (training, hazmat, EMS, safety, etc.)

c. Captain - The Fire Chief may, with consultation of the other chief officers appoint an individual to serve as a Captain. Generally, a Captain is assigned a specific responsibility, both for emergencies (i.e. suppression, ventilation, rescue) and non-emergencies

(i.e. station captain, training office assistant safety officer, etc.) Generally, a Captain reports directly to a Chief Officer.

d. Lieutenant - The Fire Chief may, in consultation with the other Officers appoint an individual to serve as a Lieutenant. A Lieutenant will generally serve under a Captain, and in the Captain's absence, will serve in his or her place. A Lieutenant may also be assigned other specific duties and responsibilities, both in emergencies and non-emergency.

2. Specialty Positions

a. Safety Officer - The Fire Chief may appoint an individual to serve as the Department's Safety Officer. The Safety Officer is responsible for ensuring safety in all functions and operations of the Department, both in times of emergency and non-emergency. The knowledge, skill, experience, or education of the Safety Officer should meet or exceed the training requirements specified in NFPA 1521.

b. Assistant Safety Officer - The Safety Officer may, with the approval of the Fire Chief, appoint one or more Assistant Safety Officers. These individuals would serve in the Safety Officer's absence as the Safety Officer. These individuals should also have the knowledge, skill, experience, training, or education to serve as the Safety Officer.

c. Training Officer - The Fire Chief may appoint a Training Officer. If possible, the Training Officer should be certified by the State of Ohio as a Fire Service Instructor. Additionally, the knowledge, skill, experience, training, and education of the Training Officer should meet or exceed the requirements of a Fire Service Instructor specified in NFPA 1041. The Training Officer is responsible for ensuring that all other officers and firefighters meet the minimal training requirements for his/her duties and responsibilities. While the training officer has the ultimate responsibility for training, he may appoint individuals to serve as instructors in specific areas where that individual has expertise regarding driving, technical rescue, fire investigation, etc. The Training Officer shall timely transmit all training records to the Department Secretary.

d. Water Supply Officer (WSO) - The Fire Chief may appoint a water supply officer (WSO). The WSO shall coordinate water supply at any structural fire or other emergency requiring water. The WSO shall also preplan water supply needs and capabilities within the Fire District.

D. FIREFIGHTERS

An individual who does not serve as an Officer within the Fire District may serve as a firefighter. A firefighter shall meet the minimum requirements specified by the Fire District. In addition, the firefighter may serve in a specialized position within the Department.

1. Firefighter Ranks

a. Probationary Firefighter - (1) A person who is newly appointed to the District as a firefighter; or (2) any firefighter who has not successfully completed his State of Ohio mandated education. The probation period shall be for a maximum of twelve (12) months. An individual who is under eighteen years of age shall serve as a Cadet.

A probationary firefighter may be terminated, without cause, by the Chief, prior to the expiration of the probationary period.

b. 36 Hour Volunteer Firefighter – A firefighter who has successfully completed both the state of Ohio 36 hour volunteer firefighting course and his/her probationary period.

c. Firefighter I – A firefighter who has successfully completed both the State of Ohio Firefighter I (120 hours, or 36 and 84 hour classes) course and his/her probationary period.

d. Firefighter II – A firefighter who has successfully completed both the State of Ohio Firefighter II (240 hours, 120 and 120 hours, or 34, 84, and 120 hour classes) course and his/her probationary period.

2. Specialty Positions

The Fire Chief or another officer may appoint firefighters or other designated persons (including fire officers or civilians) to the Department to service or specialty positions.

a. Department Secretary

A Secretary of the Fire Department shall be appointed by the Fire Chief and the Board of Trustees. It shall be the secretary's duty to maintain all records for the Fire Department, including, but not limited to fire reports, training records, health records, personnel records, inspection and preplan records. The Secretary shall correspond with persons outside of the Department when directed to do so by the Fire Chief. The Secretary shall maintain the confidentiality of all records.

b. Computer Operator - An individual having specialized skills in computer technology may be assigned by the Chief or Department Secretary to assist the Department Secretary in the maintenance of the Department's records. A computer operator shall report to and be directed by the Department Secretary, and shall have similar duties to the Secretary. Any computer operator so assigned shall also maintain the confidentiality of all records.

c. Quartermaster - The Fire Chief may assign a firefighter to serve as a Quartermaster. The Quartermaster shall be responsible for purchasing and maintaining all department equipment with the exception of apparatus. Any problems or concerns regarding department equipment shall be reported to the Quartermaster, and the Quartermaster shall take

corrective action, if needed. Prior to expending District funds, the Quartermaster shall have the approval of a Chief Officer, and where necessary, the District Board of Trustees. All purchases, repairs, or other expenditure of funds should be made through the use of a purchase order number.

d. Assistant Quartermaster – A firefighter may be appointed to serve as an Assistant Quartermaster. The Assistant Quartermaster shall be responsible for the equipment located within each station, as well as the station itself. The Assistant Quartermaster shall make arrangements for purchasing or repair of any items through the Department's Quartermaster.

e. Department Mechanic - An individual may be assigned as a District Mechanic. A person so assigned should have the knowledge, skill, experience, training, or education to service all minor needs of the District's apparatus. Any major repairs or services should only be performed by a person or organization certified to do so. A mechanic making any repairs to any District apparatus shall maintain appropriate records which shall be transmitted timely to the Department Secretary.

f. Fire Service Instructor - A firefighter may serve as a Fire Service Instructor/Assistant Training Officer. If possible, the Fire Service Instructor should be certified by the State of Ohio as a Fire Service Instructor. Additionally, the Fire Service Instructor should have the knowledge, skill, experience, training, or education to meet the minimal requirements for a Fire Service Instructor I set by NFPA 1041. A Fire Service Instructor shall maintain appropriate training records, and shall timely transmit those records to the Department Secretary.

g. Fire Inspector - An individual may be appointed by the District Board of Trustees and Chief of the Department to serve as an Inspector. The Inspector shall be certified as a Fire Inspector by the State of Ohio. Additionally, the Inspector should have the knowledge, skill, experience, training, or education to meet the minimal requirements for Fire Inspector I set by NFPA 1031. A Fire Inspector shall perform all duties in accordance with all applicable State and Local Codes, and shall timely transmit all findings and records to the Department's Secretary.

h. Fire Prevention Officer/Life Safety Educator -The Fire Chief may appoint an individual to serve as a Fire Prevention Officer/Life Safety Educator (FPO). This person should have the background, experience, and knowledge to meet the minimum requirements for Public Fire Educator I set forth by NFPA 1035. A Fire Prevention Officer/Life Safety Educator shall be responsible for public education in public facilities such as schools, nursing homes, churches, etc. The Fire Prevention Officer/Life Safety Educator may coordinate his/her efforts with those of the Department Inspectors. A Fire Prevention Officer/ Life Safety Educator may also serve as the Department's Public Information Specialist/Officer if a person has not been specifically appointed to that position.

i. Fire Investigator - The Fire Chief may appoint an individual to serve as a Fire Investigator. This individual should have completed the Ohio Fire Academy Basic and Advanced Arson (Fire Investigation) Programs, or their equivalent. In addition, the individual should possess the knowledge, skill, experience, training or education to meet the minimal

requirements for Fire Investigators as set forth by NFPA 1033. A Fire Investigator assigned to a case by the Chief, or by circumstances present at the scene of a fire in question, shall investigate the fire and forward his or her findings to the Fire Chief. The Fire Chief shall make record of the official findings in the applicable fire report pursuant to the Ohio Revised Code. All investigative matters shall be deemed police records within the applicable definitions of the Ohio Revised Code, and shall remain confidential until such time as the investigation is completed and closed.

j. Metro ASF Member - The Chief of the Department may appoint a Fire Investigator to serve on the Metropolitan Arson Strike Force (Metro ASF). That individual should be able to meet the requirements for membership set by the Metro ASF, and likewise, should be able to devote sufficient time to the activities of the Metro ASF.

k. Hazardous Materials Technician - All firefighters of the Fire District are expected to meet the minimal requirements for responding to hazardous materials incidents (Trained to the awareness and operations levels). However, a person who has training beyond the basic requirements set forth by the Department may be designated by the Fire Chief as a Hazmat Technician. This firefighter shall work with the Incident Commander at all hazardous material incidents which occur within the Fire District.

l. Mahoning County Hazardous Materials Team Member - The Fire Chief may appoint a Hazardous Material Technician to the Mahoning County Hazardous Materials Team. That firefighter should be able to meet the requirements for membership set by that team. Persons who serve on the Hazardous Materials Team should be able to devote a sufficient amount of time to the Hazmat Team.

m. Technical/Confined Space Rescue Specialist - A firefighter who has completed training and/or has experience in confined space or other technical rescue may be designated a technical rescue specialist. Such a firefighter should meet the minimum specifications for the specific rescue operation, where applicable. (See Structure Collapse Search & Rescue, NFPA 1470.) Where warranted, the specialist may be used as a consultant by the Incident Commander. Such a technician may be appointed to the T.R.O.T.

n. Paramedic - An individual may also be qualified as a paramedic under the laws of the State of Ohio. A firefighter designated as a paramedic within the Fire Department shall carry orders issued by the District's physician. A paramedic possesses the highest level of professional emergency service training recognized by the State of Ohio, and shall be in charge of patient care in the field until such time as another paramedic from a transporting medical provider arrives on the scene so that the responsibility of the patient's care can be transferred. The Fire District recognizes that because it is not a transporting service, the paramedic will not have drugs, IV's, cardiac monitors, etc. available for use in the field. Nonetheless, he or she is expected to provide a reasonable level of care given the limitations placed upon him or her by the District.

o. Advanced-EMT - An individual may also be qualified as an Advanced-EMT under the laws of the State of Ohio. A firefighter designated as an Advanced-EMT in the

Fire Department shall carry orders issued by the District's physician. An Advanced-EMT possesses the second highest level of professional emergency care training recognized by the State of Ohio and shall be in charge of patient care in the field in the absence of a paramedic until such time as another advanced EMT from a transporting medical provider arrives on the scene in which case the responsibility of the patient's care can be transferred. The Fire District recognizes that because it is not a transporting service, the EMT will not have drugs or IV's available for use in the field. Nonetheless, he or she is expected to provide a reasonable level of care given the limitations placed upon him or her by the District.

p. Basic EMT - An individual may also be qualified as a Basic EMT under the laws of the State of Ohio. A Basic EMT possesses the third highest level of pre-hospital emergency care training recognized by the State of Ohio and shall be in charge of patient care in the field in the absence of a paramedic or Advanced-EMT, until such time as another Basic EMT, Advanced-EMT, or a paramedic from a transporting medical provider arrives on the scene so that the responsibility of the patient's care shall be transferred.

q. First Responder – An individual may be designated as a First Responder under the laws of the State of Ohio. A First Responder is the fourth highest level of pre-hospital emergency care training recognized by the State of Ohio and shall be in charge of patient care in the field in the absence of a paramedic, Advanced EMT, or Basic EMT, until such time an Advanced EMT or Basic EMT, or a paramedic from a transporting medical provider arrives on the scene so that the responsibility of the patient's care can be transferred.

r. Infectious Disease Control Specialist – An individual may be designated by the Fire Chief or Safety Officer to serve as the Department's Infectious Disease Control Specialist. The Infectious Disease Specialist should have a background in the emergency medical services field, and should be able to satisfy the requirements of NFPA Standards 1500 and 1581.

s. Safety Committee Member/Assistant Safety Officer – The Chief or Safety Officer shall appoint at least one firefighter and/or officer from each fire station to serve on the Department's Safety Committee. The Safety Committee shall be chaired by the Department's Safety Officer. In addition, a member of the Safety Committee may be designated by the Department's Safety Officer to serve as an Assistant Safety Officer in his or her absence.

t. Cadet - A Cadet is an individual 16 or 17 years of age. Such an individual will be considered as "junior" member of the Department, and is expected to follow all applicable rules and regulations. A Cadet shall become a probationary firefighter upon reaching the age of 18, obtaining his/her high school diploma, and being appointed by the Board of Trustees.

u. Cadet Advisor – The Fire Chief may appoint one or more adults to act as an advisor to the Cadets. An individual so appointed shall oversee or assist in the supervision, training, and coordination of Cadet activities.

v. Web/IT Specialist - An individual may be designated by the Fire Chief to serve as the District's website and IT Coordinator.

E. NON-DISCRIMINATION/EQUAL OPPORTUNITY

The Fire District is an equal opportunity employer. The District does not discriminate on the basis of gender, race, color, national origin or religious affiliation in the appointment of individuals to any of these positions.