



Board Policy No. 190
Overview of the Fire Chief's Role

SUBJECT CATEGORY: SECTION 100, GENERAL

190: Overview of the Fire Chief's Role

190.1 The Fire Chief is an employee of the District and has an employment agreement which specifies his or her terms of employment. The Fire Chief is the administrative head of the District under the direction of the Board of Directors. He or she shall be responsible for the efficient administration of all the District's affairs which are under the Fire Chief's control. The Fire Chief plans, organizes, directs, coordinates and evaluates all District operations, programs, and resources in accordance with short and long range goals, policy statements, and directives from the Board.

190.2 The District's Fire Chief shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate members of District management including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attend and participate in District Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services; and
- f) The supervision of the District's finances.

190.3 The District's Fire Chief serves at the pleasure of the Board. The Board will provide policy direction and instruction to the Fire Chief on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the Fire Chief through the Fire Chief and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the Fire Chief) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.

190.4 A more detailed job description is set forth in the Fire Chief's employment agreement.

Adopted: December 12, 2018



Clerk of the Board



Board President