

RESOLUTION NO. 204

A Resolution setting out the Duties and Responsibilities of the Fire Chief of the City of Stayton.

WHEREAS, it has been found necessary for proper direction of the Stayton Fire Department and;

WHEREAS, the City of Stayton wishes to improve the operations and service of the Fire Department:

NOW, THEREFORE, be it resolved by the City Council, that the following shall be in effect until such time as the council of the City of Stayton shall see the necessity to make amendments.

- Section 1. The Fire Chief shall be the chief executive officer and general manager of the Fire Department under the general direction of the City Council and Rural Board of Directors.
- Section 2. He shall devote his entire time and energy to the business of the Fire Department.
- Section 3. He shall have full custody, care and management of all fire apparatus, automobiles, hose, equipment, buildings, and all other properties of the Fire Department.
- Section 4. He shall have full and complete authority over the organization, government and discipline of the Department and the assignment of the assignment of officers and members to the various duties therein.
- Section 5. Pending an investigation, he shall have full authority to summarily suspend any member of the Department, when in his judgement, circumstances warrant such action.
- Section 6. He shall be in supreme command of all persons, permanent and temporary in the Department.
- Section 7. He shall exercise general supervision over all divisions of the Department and to this end, from time to time, shall issue such orders as he may deem advisable for the best interest and efficiency of the Department, but should not deprive his subordinate officers of their initiative and responsibility in the management of their respective command.

- Section 8. He shall district, for fire fighting purposes and determine the type of company and the number thereof that shall respond to alarms in any district.
- Section 9. He shall cause all fires to be extinguished with the least possible danger to life and property, and to the best of his ability prevent unnecessary damage from water at fires.
- Section 10. He shall respond to such fires and other emergencies as he may deem advisable and shall be in supreme command in directing the operations of the Department at all fires, etc., to which he responds.
- Section 11. He shall have management and control of all matters pertaining to Fire Prevention.
- Section 12. He shall be responsible for the enforcement of all fire prevention laws and ordinances and shall assist in the prosecution of persons charged with their violation.
- Section 13. He shall be responsible for the investigation of complaints relating to alleged violations of said fire prevention laws and ordinances, and of reported conditions alleging potential fire hazards.
- Section 14. He shall be responsible for the immediate investigation of all alarms of fire, and shall assist in the prosecution of persons charged with arson.
- Section 15. He shall have the authority to demolish buildings and parts of buildings which in his judgement might endanger life or property or which it may be necessary to demolish to prevent the spread of fire.
- Section 16. He shall cause his subordinates to insure that the premises on which fires occur are left in such condition that the security of said premises has been properly provided.
- Section 17. He shall not jeopardize the lives or limbs of members under his command, and shall be just, dignified, and firm in his relationship with subordinates.
- Section 18. He shall be responsible for proper inspection of all buildings and structures in the City/Rural, including dwellings at the request of the occupants thereof, for fire prevention purposes.
- Section 19. He shall conduct fire prevention campaigns as required and circulate fire prevention literature; give lectures on fire prevention and present programs of Fire Department activities to civic organizations, clubs, etc., throughout the area.
- Section 20. He shall supervise the fire drills and fire prevention activities of public schools and other assembly as may be required, by law.

- Section 21. He shall detail such members of the Department for special duty at places of public assembly as may be required, or ordered by proper authority.
- Section 22. He shall keep a permanent record of activities relating to Fire Prevention, inspections made, conditions corrected, investigations of alarms and fires, complaints, special and peculiar hazards, and such other information as may be required by law.
- Section 23. He shall submit to the public an annual report of all activities of the Fire Department.
- Section 24. He shall supervise preparation of specifications for apparatus, building grounds, equipment and supplies that will best fill the needs of the community.
- Section 25. He shall make recommendations to the governing body concerning improvements.
- Section 26. He shall be responsible for the preparation of Mutual Aid Agreements, Protection Contracts and other agreements.
- Section 27. He shall be responsible for preparation of the annual budget.
- Section 28. He shall be responsible for Maintenance of a record system that will provide accurate information on all pertinent activities of the Fire Department.
- Section 29. He shall be responsible for preparation and presentation of reports required by the Governing Body.

Adopted by the Common Council this 16 day of June 1975.

  
Wayne Lierman, Mayor

ATTEST:

  
City Recorder