# ARTICLE 112: FIRE CHIEFAppointment, Assignment of Duties and General Responsibilities to the Board

# The Board has the express responsibility to appoint a professional administrator to serve as the Fire Chief, and to review his/her performance annually, determining annual compensation, fringe benefits, etc., at that time.

The Fire Chief shall:

1) plan, organize and administer quality programs in all areas of emergency response, prevention, investigation, public relations, operation and maintenance of equipment, facilities and grounds and all related District functions and services;

2) select, train, supervise and direct activities of all subordinate District employees;

3) submit recommendations to the Board on all items requiring Board action;

4) submit complete, accurate reports and data to the Board as instruments to assist the Board in decision-making;

5) carry out assigned duties as prescribed by the Board, and at the Board’s discretion to act on behalf of the Board and District;

6) prepare, explain and submit the annual budget to the Board, and upon Board approval administer and manage the budget and provide regular financial reporting to the Board;

7) maintain effective channels of communication with the Board so each Director will be apprised of pertinent District activities;

8) manage all District activities with integrity, high ethics, and in a manner which will produce the most favorable benefits to the District and its residents;

9) represent the Board in all matters concerning the District’s employees; and

10) prepare agenda items and all supporting documents for Board consideration at meetings and study sessions.

11) research and prepare Grant submittals for various Federal, State or other monetary, capital, and matching Grants.

12) adhere to the Project Management and Purchasing and Reporting policies as defined below:

# Severability. If any part, section, subsection, sentence, clause or phrase of this policy is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Effective Date. This policy shall take effect and be enforced immediately upon  
its approval by the Board of Directors of the District.

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| Previous Revision | Change Date | Approved By | Description of Change |
| 0 | 11/20/2013 |  | Original Adoption |
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