



**KING OF PRUSSIA VOLUNTEER FIRE COMPANY**  
**170 ALLENDALE ROAD**  
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## **Standard Operating Guidelines**

**SOG NO.:** KP-1-0012

**SOG TITLE:** DUTIES & RESPONSIBILITIES OF OFFICERS

**ADOPTION DATE:** 01/92

**REVISION DATE:** 06/09

**NO. OF PAGES:** 21

**Purpose:** To establish the organizations] structure and specific duties and responsibilities of the elected and appointed Officers of the King of Prussia Volunteer Fire Company, as referred to by By-Law Section 4.2 of the King of Prussia Volunteer Fire Company. This is also provided to coincide with officer requirements of Upper Merion Township.

<b>NOTE:</b> All members are grandfathered regarding qualifications as of the date of adoption of this document.
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**See Attachments:** King of Prussia Volunteer Fire Company, Fire and Rescue Services Organization.

Upper Merion Township Fire Officer qualification policy.

## **Chief -- Fire and Rescue Services**

**Objective:** Serves as Department's General Manager, establishes policy and have oversight, control, responsibility and authority of all services. The ultimate authority of the Chief shall be absolute unless specifically limited by the by laws of the King of Prussia Volunteer Fire Company.

**Qualifications:** Five years fire service experience in the King of Prussia Volunteer Fire Company, having served at the Assistant Chief or Deputy Chief Level for at least one term. Minimum training includes all training required of the Assistant Chief level plus supervisory training and fire investigation training.

**Term:** Two years; elected.

**Reports to:** Electorate body.

### **Job Specifies:**

1. Develop and manage annual budget and all spending according to the King of Prussia Volunteer Fire Company by-laws and the Upper Merion Township Relief Association by-laws.
2. Approve all Standard Operating Guidelines for implementation.
3. Propose to Trustees and electorate body, any capital improvements to enhance operations and efficiency.
4. Official liaison to Upper Merion Township Fire and Rescue Services Board (can be delegated).
5. Serve as Incident Commander or any sub level of Incident Commander at emergencies.
6. Serve as the official liaison to Upper Merion Township and other outside organizations (e.g. Montgomery County Communications Center, Pennsylvania Turnpike Commission)

7. Responsible for personnel management and discipline (rules and regulation) programs of the organization, according to the By-Laws of the Fire Company.
8. Serve as the liaison to the Upper Merion Township Fire Marshal for all administrative, fire investigation and fire suppression related issues.
9. Manage all facets of departmental operations.
10. Establishes strategy and objectives for Organization to follow.
11. Manage Fire Police activities.
12. Manage the Risk Management Program, including safety and health aspects (Safety Officer activities).
13. Manage Personnel Protective Equipment Director activities.
14. At each regularly scheduled meeting of the Company, the Fire Chief shall make a report in writing of all fires, accidents, and injuries.

## **Deputy Chief -- Fire and Rescue Services**

**Objective:** Manage delegated facets of 'departmental operations and serve as either Incident Commander or Sector Commander as required.

**Qualifications:** Five years experience with two years fire-fighting experience in the King of Prussia Volunteer Fire Company and completed training equivalent to the Assistant Chief level.

**Term:** Two years; elected.

**Reports to:** Chief -- Fire and Rescue Services

### **Job Specifics:**

1. Responsible for facilities/operations and identification of required changes and or maintenance and propose same to the Chief -- Fire and Rescue Services.
2. May serve as Incident Commander, Sector Commander or Crew Leader.
3. Implement annual training plan as developed by the Assistant Chiefs and approved by the Chief'.
4. Purchase, maintain, and store in house training tools.
5. Serve as the liaison to the Upper Merion Township Fire Marshal's Office for all building construction, fire hazard, and pre-emergency planning issues.
6. Maintain standard operating procedure program and propose new equipment, equipment changes, and standard operating procedures suggested by department personnel to the Chief for review, approval, and implementation.

7. Coordinate Probationary Training Program.
8. Develop and implement a program to manage the conduct of preplans and run-books.

## **Chief of Administration**

**Objective:** Manage delegated facets of departmental non-firefighting activities.

**Qualifications:** Active Member or Active Fire-Fighter of the King of Prussia Volunteer Fire Company. At least one year of service in the King of Prussia Fire Company must be served. Must have basic computer knowledge.

**Term:** No term limit. Appointed by the Chief -- Fire and Rescue Services.

**Reports to:** Chief -- Fire and Rescue Services

### **Job Specifications:**

1. Maintain records (management information) as directed by the Chief, including, but not limited to, incident reporting, training, meeting attendance, etc. and provide reports as directed by the Chief.
2. Manage the Fire Prevention Director activities including the annual Fire Prevention Demonstration during Fire Prevention Week and arrange public education efforts handled by Fire Company personnel.
3. Serve as Public Information Officer of the King of Prussia Volunteer Fire Company.
4. Manage Communication Director activities.
5. Manage recruiting activities.
6. Manage county record-keeping coordination
  - a. County fire training registration and certificate receipt
  - b. County Communications Center records management
  - c. County Office of Emergency Planning

7. Coordinate parade plan.
8. Arrange for photographic services as needed or requested by departmental officers.

NOTE: This position holds no Fireground authority or responsibility.

**Assistant Chief:**

<b>Engine Company Services</b>	<b>Assistant 47-1</b>
<b>Ladder Company Services</b>	<b>Assistant 47-2</b>
<b>Rescue Company Services</b>	<b>Assistant 47-3</b>
<b>HazMat Company Services</b>	<b>Assistant 47-4</b>

**Objective:** Manage the operation of either: engine, ladder, rescue, or haz mat services. Serve as Incident Commander, Sector Commander, or Crew Leader.

**Qualifications:** Five years fire-fighting experience with two of those years in the King of Prussia Volunteer Fire Company. Must have completed training required of the Lieutenant Level personnel. plus strategy and tactics, supervision, Building Construction, Incident Command and meet performance test and must be capable of operating all Fire Company apparatus.

**Term:** Two years; elected.

**Reports to:** Deputy Chief and / or Chief" depending on activity.

**Job Specifies:**

1. Develop and implement as directed, Standard Operating Guidelines for Area of Operation.
2. Propose to the Deputy Chief, Standard Operating Guidelines, new equipment, equipment changes (with justification) for purchase or implementation consideration.
3. Maintain equipment for assigned area of operation.
4. Perform necessary record keeping for assigned Area of Operation.

5. Prepare annual training plan for Area of Operation tasks, coordinating, conducting two training classes per quarter.
6. Serve as Incident Commander, Sector Commander or Crew Leader at incidents.

## **Chief Engineer**

**Objective:** Manage the apparatus training, operation, maintenance and repair for the organization.

**Qualifications:** Five years firefighting experience with two of those years in the King of Prussia Volunteer Fire Company. Must have completed training required of the Task Level personnel, plus Pump Operator and Driver, supervision, meet performance tests and have mechanical aptitude.

**Term:** Two years, elected.

**Reports to:** Chief -- Fire and Rescue Services for non-emergency issues: or Chief, Deputy Chief and/or higher Assistant Chiefs for emergency issues.

### **Job Specifics:**

1. Develop standard operating guidelines relative to apparatus.
2. Prepare and submit for approval, an annual budget for engineering services and manage approved budget.
3. Supervise apparatus operation at incidents under control of the Incident Commander.
4. Serves on Upper Merion Fire Board's Apparatus Committee.
5. Prepare an annual training plan for related tasks.
6. Perform necessary record-keeping for Area of Operation.
7. Propose to Chief and/or Deputy Chief, Standard Operating Guidelines, new equipment, equipment changes (with justification) for purchase or implementation consideration.

8. Oversee Apprentice Engineer Program.
9. Serve as Water Liaison Coordinator at incident as directed by Incident Commander.
10. Supervise maintenance and operability of apparatus and report on the condition of the apparatus and equipment at each meeting.
11. Have authority to have all necessary repairs made to the apparatus in an emergency.

**NOTE:** The Chief Engineer can appoint subordinate engineers as defined in the job description "Engineer" as needed and as agreed to by the Chief.

## **Captain -- Fire Police**

**Objective:** Assure provision of traffic control and security services as outlined in the Pennsylvania Statute duties of "Special Fire Police".

**Qualifications:** Member of the King of Prussia Volunteer Fire Company and have completed the Montgomery County Fire Academy Basic and Advance Fire Police Courses or equivalent, Introduction to Safety & Training, Hazardous Materials Awareness, Traffic Control Procedures, and Incident Command.

**Term:** Two years, elected.

**Reports to:** Chief, Fire and Rescue Services for administrative issues and Incident Commander for emergency issues.

### **Job Specifics:**

1. Command Fire Police at emergency and non-emergency scenes.
2. Provide for traffic control as necessary.
3. Provide for emergency scene security as necessary.
4. Provide for evacuation assistance as necessary.
5. Maintain record-keeping as required,
6. Develop and propose an annual budget for Fire Police needs and manage budget adopted.
7. Prepare and conduct one training session per year for Firefighters.

**Authority:** The Fire Police Captain shall be sworn in by the proper authorities of Upper Merion Township. NOTE: The Fire Police Captain can appoint subordinate Officers as needed and agreed to by the Chief e.g. 1st Lieutenant, 2nd Lieutenant, Sergeant, and Corporal

## **Lieutenant**

**Objective:** Provide support to the respective Assistant Chief level individual.  
Serve as Crew Leader at incidents.

**Qualifications:** Two years of experience in the King of Prussia Volunteer Fire Company and completion of the following training; Montgomery county FFI and FFII, Hazardous Materials Operations Level I, Emergency Vehicle Rescue Technician, Rescue I, or equivalent courses by an authorized agency.

**Term:** Two years appointed by an Assistant Chief, unanimously approved by the Assistant Chiefs and Deputy Chief with approval by the Chief.

**Reports to:** Assistant Chief of assigned Area of Operation.

### **Job Specifics:**

1. Implement Standard Operating procedures.
2. Assist Assistant Chief in conducting training.
3. Serve on Probationary Training Committee.
4. Provides the following: Inventory, Inspection, Maintenance and Testing
5. Propose to respective Assistant Chief, Standard Operating Procedures, new equipment, and equipment changes (with justification) for purchase or implementation consideration.
6. Conduct research and quality activities as directed by Assistant Chief.
7. Serve as Crew Leader at incident.

## **Engineer**

**Objective:** Provide support to the Chief Engineer.

**Qualifications:** One year fire-fighting experience with the King of Prussia Volunteer Fire Company, completing training equivalent to the Senior Firefighter, plus pump Operation and EVOC.

**Term:** Two years, appointed by the Chief Engineer and approved by the Chief.

**Reports to:** Chief Engineer

### **Job Specifics:**

1. Implement Standard Operating Guidelines for Engineering.
2. For assigned apparatus assure:
  - a. Routine maintenance program adhered to.
  - b. Repairs made within 48 hours of problem indication.
  - c. Necessary annual pump/aerial ladder test is conducted.
3. Implement/conduct training program designed by the Chief Engineer.
4. Propose to the Chief Engineer Standard Operating Guidelines, new equipment, equipment changes (with justification) for purchase or implementation consideration.

**NOTE:** This level holds no fire-fighting rank.

## **Apprentice Engineer**

Appointed by the Chief Engineer.

Involves a maximum of two aspiring firefighters less than 21 years of age desiring to assist in repair, maintenance, and support duties as needed. They have no rank and have no authority and serve as Firefighters at all incidents.

## **Communication Director**

**Objective:** Provide for a reliable network of communication hardware (mobiles, portables, pagers, mobile phones, base-stations, monitors, etc.) for use by the organization.

**Qualifications:** Two years firefighting or commensurate experience, at least one year in the King of Prussia Volunteer Fire Company.

**Term:** One-year -- appointed by Chief

**Reports to:** Chief of Administration or Chief -- Fire and Rescue Services

### **Job Specifics:**

1. Propose for purchase, identify, maintain, and store all communication equipment.
2. Propose annual budget and manage approved budget for communication equipment.
3. Any purchase must be approved by the Chief or Chief of Administration.
4. Provide initial orientation and training of members on newly purchased equipment.
5. Manage inventory of communication equipment.
6. Recommend new equipment, equipment changes, and Standard Operating Guidelines to the Chief of Administration for review and proposal to the Deputy Chief.
7. Maintain necessary records associated with the function.

## **Personal Protective Equipment Director**

**Objective:** Provide for the necessary personal safety devices for use by Firefighters while in hostile situations or environments.

**Qualifications:** Two years firefighting or commensurate experience, at least one year in the King of Prussia Volunteer Fire Company.

**Term:** One year, appointed by the Chief

**Reports to:** Chief -- Fire and Rescue Services

### **Job Specifics:**

1. Issue and orient protective clothing to all firefighting personnel.
2. Propose annual budget and manage approved budget for protective clothing and self contained breathing apparatus.
3. Recommend the purchase of, store, and maintain protective clothing and self contained breathing apparatus.
4. Recommend new equipment, equipment changes and Standard Operating procedures to the Deputy Chief.
5. Maintain an inventory (including serial numbers on SCBA) on all personal protective equipment owned.
6. Assist Assistant Chiefs in orientation and training dealing with SCBA.
7. Assure serviceability of cascade system.
8. Serve as liaison to Swedesburg Fire Company for cascade replenishing and compressor/cascade compatibility.
9. Any purchase must be authorized and /or approved by the Chief.

## **Safety Officer**

**Objective:** Provide for the integration of safety into the tasks performed by personnel.

**Qualifications:** Same as supervisory level for firefighting plus completed a class in fire department safety operations.

**Term:** Two years, nominated by the Chief in concurrence with the Deputy Chief and Assistant Chiefs and subsequently appointed by the Chief.

**Reports to:** Chief -- Fire and Rescue Services

### **Job Specifics:**

1. Oversees safety at incidents and training, bringing items of concern to the attention of the Incident Commander.
2. Conducts one training session per quarter dealing with safety.
3. Develop, propose to management and implement safety program for the organization, applying NFPA 1500 in concept.
4. Propose to the Chief, Standard Operating Guidelines, new equipment, equipment changes (with justification) for purchase or implementation.
5. Perform accident investigation, review, and implement prevention programs under the direction of the Officer-In-Charge.
6. Manage information related to accidents and identify problems and trends, proposing necessary action to the Chief.
7. This position holds no fire-ground authority other than safety-related issues.

**NOTE:** The safety officer can appoint up to two assistant safety officers, upon concurrence with the Chief, with qualifications equal to his/hers.

## **Fire Prevention Director**

**Objective:** Provide for an integrated fire prevention effort which complements that program of Upper Merion Township.

**Qualifications:** Two years firefighting experience, at least one year in the King of Prussia Volunteer Fire Company.

**Term:** One year, nominated by the Chief in concurrence with the Deputy Chief and Assistant Chiefs.

**Reports to:** Chief of Administration

### **Job Specifics:**

1. Establish and maintain a standard program for station tour attendees, to be usable (conducted by) and Firefighter.
2. Identify, propose for purchase and maintain appropriate fire prevention handout material.
3. Annually educate all Firefighters in the Fire Prevention Program activities.
4. Co-ordinate activities with the Upper Merion Township Fire Marshal's Office to eliminate duplication and enhance effectiveness.
5. Co-ordinate and manage the annual Fire Prevention demonstration/mall display/Public Safety Day activities.

## **Firefighters**

### **Senior Firefighter**

5 years active service at 10% per year involvement and completed the following training (or equivalent) State Certification for Interior Firefighting, Rescue 1, Emergency Vehicle Rescue Technician, and Hazardous Material Operations. "OR Equivalent" shall be defined as member who has served with the King of Prussia Volunteer Fire Co. for a minimum of 15 years of service.

### **Firefighter**

Complete Probationary firefighter requirements and must receive State Certification for Interior Firefighting but not met Senior Firefighter qualifications.

### **Emergency Member**

In the event an emergency exists and an individual member of the public or a member of another class in the Fire Company (Active, Social, Ladies Auxiliary), or from another fire company can be of use at the incident as designated by the Chief or Officer-In-Charge, the individual can be designated an emergency member of the organization to help mediate the problem at hand. No prerequisite requirements exist to hold this position.

## **Procedure for Removal from Office**

Automatic removal from office if, for a rolling 6 consecutive month period on average:

1. Failure to maintain 20% of alarms
2. Failure to make 50% of scheduled Firefighters meeting.
3. Failure to attend 1 scheduled training session per month.

Failure to meet these requirements will obligate the Director of Administration to advise the individual in writing of their automatic removal from office. A notice will be posted at both stations which will indicate a special election to be held at the next regularly scheduled Firefighter meeting.

This provision is subject to explicit exceptions regarding illness, justified excuse and leave-of-absence as defined in the By-Laws.