

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 15 <i>Department Management</i>

Relevant Information: The Board is responsible under the Interlocal Agreement for the management of the Department via the hiring of a Fire Chief. The Fire Chief operates under the direction of the Board of Directors. The UFA’s structure must be clearly defined to ensure efficient operations under all conditions. Unity of command is established through the adoption of a formal organization chart and position classifications (job descriptions). Decision making authority and reporting responsibility (unity of command) must be maintained under normal and emergency conditions. The Fire Chief has the discretion to appoint a temporary acting Chief in his absences and will provide notice to the Board and the Department of such appointments. Policies should establish a plan of temporary succession in the event of an unexpected or extended absence of the Fire Chief. Temporary succession of command should be based on predetermined procedures until the Board of Directors can meet to address the issue and determine the most appropriate course of action. If the position of Fire Chief is vacant (retirement, resignation, death), the Board of Directors has sole authority and responsibility to determine how the duties of Fire Chief will be addressed on both the interim and permanent basis.

Policy Statement: It is the policy of the Board of Directors to adopt and maintain a UFA management structure that will maintain unity of command under both normal and unexpected circumstances. It is further the policy of the Board to meet and take appropriate action in the event of unexpected circumstances that may impede the ongoing administration of the UFA.