

FROM: The CSD Personnel Committee

FOR: MBCSD Board Meeting 9/7/2016

## Muir Beach Volunteer Fire Department Fire Chief's Job Description

The Muir Beach Volunteer Fire Chief is selected by a shared process between the Muir Beach Community Services District (MBCSD) and the Muir Beach Volunteer Fire Department (MBVFD). The Chief then reports to the MBCSD. (See the MBCSD Policies for the details of that process.) The Chief is responsible for the operation and management of all aspects of the MBVFD to provide emergency and disaster services (save lives and protect property) for the MBCSD and other selected areas.

The Chief must have demonstrated skills, experience and success as a leader and manager. The Fire Chief must not abuse the privilege to serve as an officer and must maintain the highest professional, ethical and moral standards. The Fire Chief will maintain the chief rank until resignation or removal by the CSD Board.

The chief must have these proven qualifications:

- Competent in all areas of the MBVFD Fire Fighter 1
- Competent in the MBVFD protocols and abide by the MBVFD agreement
- Highly organized
- Good communicator with the MBVFD firefighters, other emergency organizations, the county, and the community.
- Good manager and leader
- Able to motivate and inspire the volunteer firefighters
- Good listener
- Able to perform the role of an incident commander
- Calm under pressure
- Able to operate all equipment in the Muir Beach fire department
- Good understanding of the needs of the community

Also, the Chief must be able to effectively:

- Oversee the safety of Muir Beach firefighters while on duty.

- Manage Muir Beach firefighters within areas of training, duty assignment, recruitment, discipline, promotion, and the motivational process.
- Fulfilling the goals set by the CSD's policies and budget for the Volunteer Fire Department:
  - o Plan for the future by researching and adopting new technologies, equipment, strategies and protocols.
  - o Research and purchase all equipment, medical supplies and firefighter PPE equipment as needed.
- Organize and oversee all firefighter drills, medical certifications, firefighter certifications and CE (continued education).
- Generate and update MBVFD protocols and MBVFD Agreement Forms.
- Oversee maintenance, testing, upgrades and certifications of all equipment and communication devices.
- Ensure firefighters have workers comp insurance and update and submit eligible MBVFD firefighters for CSFEWBC SAFER Grant insurance or other opportunities.
- Work with CSD, the Volunteer Fire Association (VFA) and any interested and appropriate others in the grant writing process to acquire new equipment.
- Inform Muir Beach firefighters of all training opportunities and courses available from the County, Coast Guard, State and National Parks.
- Oversee the management of the MBVFD website.
- Generate yearly incident report and drill attendance report.
- Attend and give a Chief's report at the MBCSD and VFA meetings.
- Work with VFA on helping with annual BBQ fundraiser
- Organize all emergency services on the day of the BBQ.
- Make announcements/call to action on the day of the BBQ.

### The Chief's Role with Muir Beach Community Disaster Planning/Community Outreach

- Conceptualize and generate a firefighting Strategy Plan for Muir Beach.
- Oversee the Community Disaster Council program.
- Work with the County Office of Emergency Services in developing a community-wide emergency protocol.

- Respond to all Fire Department phone calls and inquiries from the community and general public.
- Organize fire, safety, and community disaster programs such as CPR/AED classes, blood drives, reduced rates on chimney inspection, fire extinguisher service/purchase programs, water safety classes, etc.
- Manage/generate community outreach programs such as the quarterly publication of *The Overlook*, informational flyers, and E-Blasts.

### The Chief Interfaces with External Agencies

- The Chief collaborates with the MBCSD District Manager to forward the goals of the MBVFD with the GGNRA, the California State Parks, etc., regarding safety, fire, disaster and road concerns surrounding Muir Beach.
- Act as the MBVFD press spokesperson for TV and newspapers.
- Interface and coordinate strategies with Marin County Fire Department and neighboring fire stations.
- Interface with the West Marin Disaster Council.
- Attend West Marin Chief's meetings.
-

# Muir Beach CSD Organizational Structure

