

Organizational Structure

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the North Tooele Fire District. ~~This policy also provides and~~ provide guidance regarding the ~~'s~~ reporting ~~process relationships and through the~~ chain of command used to support effective operations, communication, and accountability within the District.

201.2 POLICY

It is the policy of the North Tooele Fire District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

201.3 DIVISIONS

The Fire Chief is responsible for the overall managing management and administration of the North Tooele Fire District. ~~a nd for establishing the organizational structure necessary to carry out the mission of the District.~~ The following Divisions make up the North Tooele Fire District:

- Operations Division
- Administration Division ~~=~~
- Fire Prevention Division
- Emergency Medical Services Division
- Wildland Fire Division
- Logistics Division
- Training Division

Divisions may include programs, teams, or specialized assignments as necessary to support the operational and administrative functions of the District.

Division responsibilities described in this policy are intended to provide general guidance regarding organizational structure. Operational needs may require coordination or shared responsibilities between divisions. The Fire Chief may assign or reassign duties, programs, or responsibilities between divisions as necessary to support the mission and operations of the District.

201.3.1 OPERATIONS DIVISION

The Operations Division is directed by a the [Deputy Fire Chief] or other designee appointed by the Fire Chief. The Operations Division ~~responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.~~ is responsible for supervising emergency response personnel, managing

North Tooele Fire District

North Tooele Fire District Policy Manual

Organizational Structure

[shift operations, and ensuring operational readiness for fire suppression, rescue, medical aid, hazardous materials response, and other emergency services provided by the District.](#)

201.3.2 ADMINISTRATION DIVISION

The Administration Division is directed by the [Administration Division Chief or other designee appointed by the Fire Chief](#). The [Administration Division](#) provides administrative support to the Fire Chief; prepares and coordinates the District budget; acts as a liaison with the Fire Chief regarding recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to the District, the District staff and Board of Trustees.

It is the responsibility of the [Administration Division Chief](#) to prepare and maintain a current organizational chart. [The official organizational chart shall be maintained by the Administration Division and updated as necessary to reflect the current structure of the District.](#)

201.3.3 FIRE PREVENTION DIVISION

The Fire Prevention Division is directed by ~~the a~~ [Fire Marshal Fire -Marshal or other designee appointed by the Fire Chief](#). The Fire Prevention Division's mission is to engage in investigation, education, prevention and mitigation of fire incidents or accidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. The Fire Prevention Division also performs construction plan reviews, hydrant locations, street configurations, etc. In addition, the Division may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the ~~North North Tooele Fire District Tooele Fire District~~.

201.3.4 EMERGENCY MEDICAL SERVICES (EMS) DIVISION

[The Emergency Medical Services Division is directed by the Emergency Medical Services Division Chief or other designee appointed by the Fire Chief. The Emergency Medical Services Division is responsible for the planning, coordination, and oversight of the District's emergency medical services operations. This includes ensuring compliance with state and regional EMS regulations, maintaining clinical standards of care, coordinating medical direction, and overseeing EMS training, certification, and quality improvement programs. The division works to ensure that personnel are properly equipped and prepared to deliver effective pre-hospital medical care and patient transport support when applicable. The EMS Division works in coordination with the Training Division to ensure EMS-related training, certifications, and continuing education requirements are met.](#)

201.3.5 WILDLAND FIRE DIVISION

[The Wildland Fire Division is directed by the Wildland Fire Division Chief or other designee appointed by the Fire Chief. The Wildland Fire Division is responsible for the development, coordination, and management of the District's wildland fire preparedness and response programs. This includes maintaining wildland firefighting capabilities, ensuring compliance with state and federal wildland standards, coordinating training and qualifications, and managing](#)

Organizational Structure

participation in regional and national wildland deployments. The division also supports community wildfire preparedness efforts and assists with mitigation and prevention initiatives where appropriate.

201.3.6 LOGISTICS DIVISION

The Logistics Division is directed by the Logistics Division Chief or other designee appointed by the Fire Chief. The Logistics Division is responsible for the acquisition, maintenance, and management of the District's apparatus, equipment, supplies, and facilities. This division ensures that operational personnel have the necessary resources to safely and effectively perform their duties. Responsibilities may include fleet management, equipment maintenance, inventory control, station and facility support, and coordination of procurement activities in accordance with District purchasing policies.

201.3.7 TRAINING DIVISION

The Training Division is directed by the Training Division Chief or other designee appointed by the Fire Chief. The Training Division is responsible for the development, coordination, and delivery of training programs for District personnel. This includes ensuring compliance with required certifications, maintaining training records, coordinating drills and continuing education, and supporting professional development opportunities. The division works to ensure personnel maintain the knowledge, skills, and abilities necessary to safely and effectively perform their duties in emergency response and operational support roles.

201.3.8 DIVISION MODIFICATION

The Fire Chief may establish, modify, consolidate, or discontinue divisions, programs, units, or assignments as necessary to meet the operational and administrative needs of the District. Such modifications shall remain consistent with policies established by the Board of Trustees.

201.3.9 PERSONNEL ASSIGNMENTS

Personnel may be assigned to divisions, units, or special assignments by the Fire Chief or designee based on operational needs, qualifications, and the needs of the District.

201.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

201.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the North Tooele Fire District shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

Organizational Structure

A supervising or commanding officer will be identified for each district member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the district's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the North Tooele Fire District shall generally conduct district business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations, or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether the supervisor approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the North Tooele Fire District shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the North Tooele Fire District without having first informed the Fire Chief through the chain of command.

201.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any district supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

201.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where

North Tooele Fire District

North Tooele Fire District Policy Manual

Organizational Structure

the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District, or involves other members or supervisors, the member may consult directly with the Division Chief, the Fire Chief, or a representative of the Administration Division.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law, or practices that may pose a threat to the health, safety, and security of the public or members without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the Administration Division. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).