



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1100 - Department Organization & Chain of Command
Revision Date:	3/27/2008 rev. 7/19/2012
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish an organizational structure within the department to clearly define the chain of command so all members are aware of their authority and responsibilities, and the authority and responsibilities of those around them.

OVERVIEW

The Scarborough Fire Department is an evolving combination municipal fire department organized and authorized to protect the life and property of the residents and visitors of the Town of Scarborough. The department operates from six stations covering a geographical area of 54 square miles and a resident population of approximately 20,000. The department has formal mutual aid agreements with all of the surrounding communities including the city of Portland, of which we are a suburb, and we routinely provide and receive suppression and EMS assistance through this process. We also currently share a station with one of our neighboring communities, the Town of Gorham. Gorham provides a pumper that respond to calls in both towns without regard for municipal boundary, and Scarborough provides the fire station. Membership in that company is drawn from both communities and they belong to both departments.

The department provides an integrated advanced life support emergency medical system including two fully staffed ambulances at the paramedic level and automatic first response with the local neighborhood engine companies to provide an extremely high level of EMS service. On the suppression side we run six front-line pumpers, two aerials, a heavy rescue, three marine rescue teams, and a variety of other apparatus and specialty equipment.

The department consists of full time staff, including the Fire Chief and two Deputy Fire Chiefs, four Paramedic Lieutenants, 16 Firefighter/EMTs, and two administrative assistants. The department also operates a Per-Diem Firefighter/EMT program that is responsible for manning certain apparatus to augment the call companies on a part-time basis. Paid on call members make up the rest of the department. They are organized into seven call companies and are responsible for their stations and the apparatus stationed there.

DEFINITIONS

- A. **Chief:** The Fire Chief; the chief administrative officer of the fire department.
- B. **Chief Officer:** An officer who holds the rank of Battalion Chief or higher.
- C. **Deputy Chief:** Classification of rank. The second-in-command assistant to the Fire Chief.
- D. **District:** A defined geographical section of the Town of Scarborough which includes specific apparatus response plans.
- E. **District Chief:** Classification of Rank. Call Company Chiefs that are primarily responsible for a district of call companies assigned to them.
- F. **EMS Deputy:** Classification of rank. The second-in-command administrative assistant to the Fire Chief who is responsible for planning, organizing, directing and coordinating the Scarborough Fire Department's EMS Division and its programs. The EMS Deputy holds the rank of Deputy Fire Chief.
- G. **Fire Captain:** Classification of rank. The highest ranking officer of an individual company. The Fire Chief may also appoint department Captains to serve as a Training Officer, Safety Officer, Inspector, or other specific tasks that require a level of expertise and authority where a commensurate level of rank would facilitate effectiveness.
- H. **Incident Commander:** The member who is in charge and responsible for an incident that the fire department is involved in.
- I. **Lieutenant:** Classification of Rank. Fire line officer in charge of a company, station, apparatus, crew, and firefighters working under the direction of a Captain.
- J. **Member:** Any employee regularly or temporarily appointed to the Fire Department to perform the duties of a firefighter and/or EMS provider. The term "member" includes officers and all other people appointed by the Fire Chief regardless of pay rate, title, or rank.
- K. **On-Duty Fire Fighter:** Members who are working a scheduled shift to provide vehicle driver/operation, emergency medical and/or firefighting activities during the scheduled hours, at the assigned station and piece of apparatus.
- L. **On-Duty Station Leader:** The on duty firefighter in charge of the shift at a particular station as outlined in SOP – 1115 – On-Duty Station Leader.
- M. **Paramedic:** A fire department member, licensed at the Maine Paramedic level of certification, which is responsible for patient assessment and treatment of patients.
- N. **Paramedic Lieutenant:** A full time supervisory position responsible for a shift and answering directly to the Deputy Chief of Suppression and EMS.
- O. **Per Diem EMT:** A fire department member, licensed at the Maine EMT level of certification or above, who is responsible for patient assessment and treatment of patients. Per Diem EMT's are part-time employees of the Scarborough Fire Department who work scheduled hours and are assigned to a specific station and apparatus.
- P. **Senior:** When determining seniority between two members the first consideration is Rank, followed by length of service in rank, and length of service in the department.
- Q. **Seniority:** - Shall refer to time in grade beginning with the last date of hire or promotion, not to include leaves of absence (LOA) of 30 days or more. Seniority with respect to the Chain of Command shall mean the time an individual has accumulated at a rank level.
- R. **Senior Officer:** One who has served longer in the same office position than another, or one who has achieved a higher rank.
- S. **Senior On-Duty Fire Fighter:** In the absence of an officer the On-Duty Firefighter with the highest seniority according to the process outlined in SOP # 1335 is the Senior On-Duty fire Fighter for that shift in the station that firefighter is assigned to.

POLICY

A line chain of command shall be used by all members while working an incident or training. A staff chain of command shall be used by all members while in quarters or when performing routine Fire Department duties.

PROCEDURE

Line Chain of Command

Fire Chief
Deputy Chief
District Chief
District Captain
Senior Captain
Full-time Paramedic Lt.
District Lt.
Senior Lt.
Senior Full-time Firefighter/EMT
On-Duty Station Leader
Senior Per-Diem Firefighter/EMT
1st member on scene

Staff Chain of Command

Fire Chief
Deputy Chief
District Chief
Captain
Full-time Paramedic Lt.
Company Lt.
Full-time Firefighter/EMT
On-Duty Station Leader
Per-Diem Firefighter/EMT
Senior Fire Fighter

RESPONSIBILITIES

It is the responsibility of all Scarborough Fire Department members to adhere to this policy.

REFERENCES

- A. SOP – 1105 Organizational Chart – Staff
- B. SOP – 1110 Organizational Chart - Line
- C. SOP – 1335 Per-Diem Shift Assignment
- D. SOP – 1115 On-Duty Station Leader