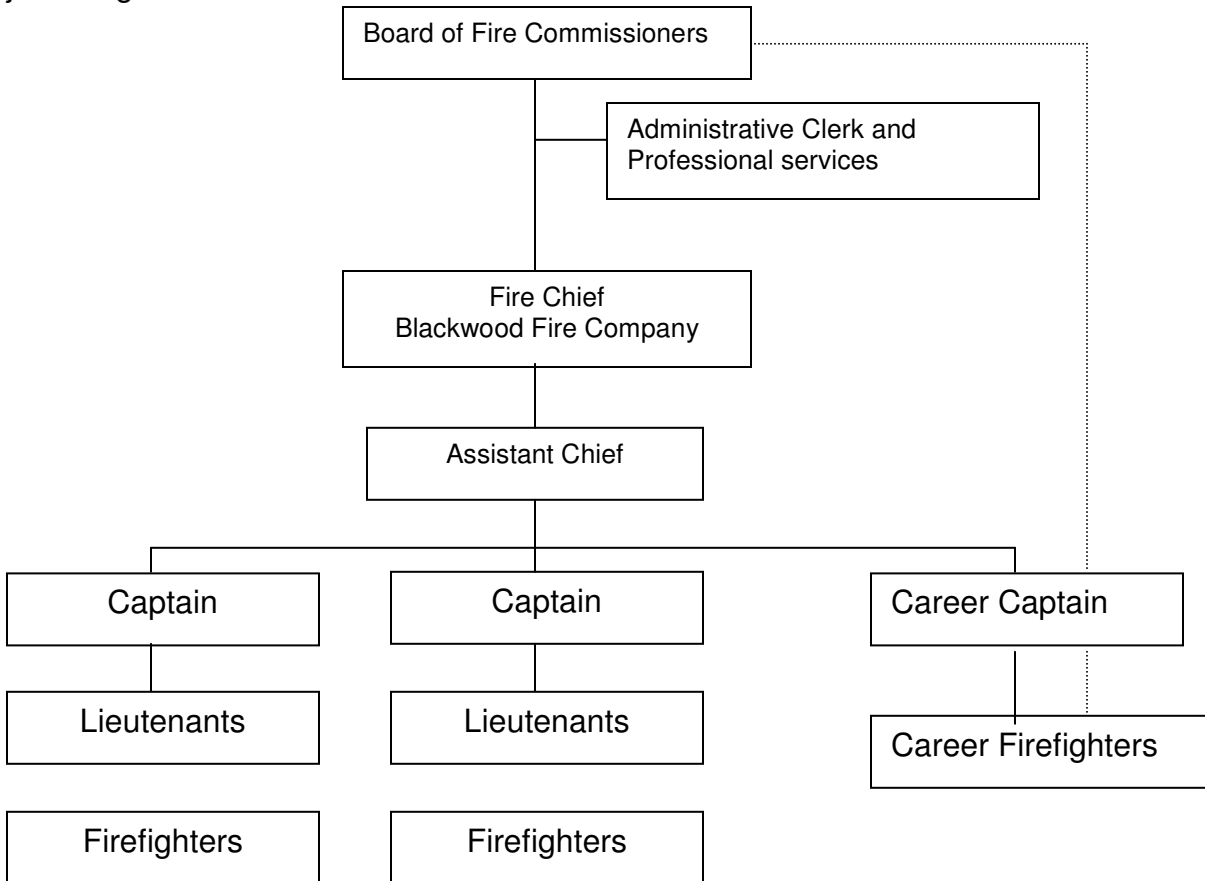


Gloucester Township Fire District #4 Operational Organizational Structure

This document outlines the delivery of fire related emergency services in Gloucester Township Fire District #4 and is prepared IAW 12:100-10.3 The delivery of fire protection in Gloucester Township Fire District #4 is provided by career firefighters employed by the Board of Fire Commissioners and volunteer members of the Blackwood Fire Company #1 whose services are rendered in accordance with NJSA 40A: 14-70.

The basic organizational structure of the Fire District is outlined below. Specific job assignments follow.



Organizational Description

The Blackwood Fire Company provides volunteer personnel, firefighting and other emergency services to the Board of Fire Commissioners IAW NJSA 40A: 14-70.1.b.

The Blackwood Fire Company Constitution and Bylaws describe the officer structure of the firefighting force and provide for election of a Fire Chief who is recognized by the Board of Fire Commissioners IAW NJSA 40A: 14-70.1.b.

The Board of Fire Commissioners employs career fire officers and firefighters who are not subject to the Constitution and Bylaws of the Blackwood Fire Company.

The organizational chart shown above indicates a dashed line between the BOFC and the career staff. This indicates the non-emergency reporting and supervisory structure where the BOFC directly supervises and provides direction to their staff in day-to-day issues. During emergency incidents and other time periods where the operational chain of command is in effect (training, public events, station details), the career fire officers and firefighters assume a role equivalent to the rank of their volunteer counterparts.

Fire and Emergency Scene Chain of Command

During fire and emergency incidents Command Officers will assume responsibility for Incident Command and appoint additional Command or Company Officers to Division or Group assignments. In the absence of a Command Officer, Company Officers will assume Incident Command in order of their rank as designated on the Organizational Chart. In the absence of a Company Officer, the ranking firefighter, IAW his badge number will assume the IC position. Nothing in this document will preclude any member of this Company in the Command position from relinquishing Command to a more senior or experienced officer from a mutual aid company. When the individual relinquishing command is a volunteer or career officer they will maintain responsibility for the command whether they exercise command or not.

Job Descriptions

Command Officers - Fire Chief and Assistant Fire Chief

The Chief is responsible for all firefighting and emergency service delivery in the Fire District. The Chief develops and enforces department policies and procedures necessary for safe and orderly department operations and to maintain compliance with federal, state and recognized policy making entities. The Chief prepares and revises the Local Mutual Aid Plan and prepares budget requests for replacement and additions of firefighting equipment. The Chief

provides input to the BOFC on priorities and responsibilities of the career staff. The Chief provides assignments and operational responsibilities to the Company Officers. The Assistant Fire Chief advises and participates fully in these activities and acts in full authority of the Chief when the Chief is absent.

Company Officers - Captains and Lieutenants

Company officers primarily act as Division or Group officers on fire or emergency scenes. In the absence of command officers, Company officers fill the IC role on emergency incidents IAW the organizational chart. Company officers also perform operational and administrative assignments and report through the Chain of Command to the Chief. The Company Officers are the primary training officers of the Company.

Company Officer - Career Captain

The Career Captain functions on the fire ground IAW the above job description for volunteer Company Officers. The Career Captain serves as the Fire Official for the Local Enforcement Agency and discharges all duties of that position. The Career Captain supervises day-to-day work functions of the career firefighters in non-emergency situations IAW the CBA. The Career Captain may also perform additional operational and administrative assignments as determined by the Chief through discussion with the BOFC.

Volunteer Firefighters

Volunteer firefighters respond IAW with the rules and regulations of the Company to all emergency incidents. Firefighters actively participate in Company training exercises, work assignments and community public relations events. Firefighters are encouraged to avail themselves of applicable training to better their skills and experience. Duly trained, qualified and approved firefighters safely drive and operate all types of fire apparatus. Properly trained firefighters safely operate all types of portable firefighting and rescue equipment. Firefighters assist in the training of Probationary Firefighters and in any situation where their skills or experiences are of use. During fire and emergency incidents, firefighters report through the chain of command to the appropriate officers based on their assignments. Senior firefighters fill the roles of Incident Commander and Company Officers in the absence of career or volunteer line officers. The senior firefighter, based on assigned badge number, is responsible for the IC role, unless the member chooses to delegate the assignment to a more qualified member.

Career Firefighters

Career firefighters job duties and description are IAW with the CBA and applicable NJDOP position descriptions. During fire and emergency incidents and other times where the operational chain of command is in effect, career firefighters report through the chain of command to the appropriate officers based

on their assignments. Career firefighters report through the career fire captain for non-emergency / non-operational day-to-day issues IAW the CBA.

Active Firefighting Force

The Chief will monitor the numbers of active, qualified members and their responses. The Chief will monitor overall incident response and provide input on staffing requirements to the BOFC. The Chief will monitor and adjust the Local Mutual Aid Plan to maintain a safe and effective firefighting response.

Emergency Functions Provided by the Fire District

The Fire District provides full service response to structural, outdoor, vehicle and other miscellaneous fires. Firefighters receive training to State of NJ standards prior to assuming firefighter duties.

The Fire District provides rescue services IAW NFPA 1670 at the following levels:

Structural Collapse Rescue – Awareness Level. Fire Department personnel do not receive specific training in this discipline. Firefighters are expected to operate at an Awareness Level and request appropriate resources via Local and County Mutual Aid Plans

Rope Rescue – Operations Level. Operations Level training and equipment are sufficient for most district hazards. Where technician level incidents are encountered, Firefighters will provide assistance to their level of competency and request appropriate resources via Local and County Mutual Aid Plans.

Confined Space Rescue – Operations Level. The Chews Landing Fire Company is the designated confined space rescue unit for Gloucester Township. Firefighters will operate and assist at the operations level.

Vehicle and Machinery Rescue – Technician Level. Regular training is conducted using hand and power tools as well as working around and packaging patients in simulated accidents involving vehicles and machines.

**Water Search and Rescue –
Ice / Cold Water Rescue – Technician Level
Surface Water Rescue – Operations Level
Swift Water - Awareness Level**

The Fire Company does not provide dive rescue training. Firefighters will provide assistance to their level of competency and request appropriate resources via Local and County Mutual Aid Plans.

Trench and Excavation Search and Rescue – Awareness / Operations Level. Firefighters will provide assistance to their level of competency and request appropriate resources via Local and County Mutual Aid Plans.

Wilderness Search and Rescue – Awareness Level. Fire Department personnel do not receive specific training in this area. A review of the first due response area indicates that basic rescue technician training allows for safe work supporting these operations.

The Fire District provides hazardous materials response to the Operational Level as described in 29CFR1910.120. The Fire District participates in and supports the Gloucester Township Special Operations Group that provides response to the Technician level.

The Fire District provides first responder basic life support (BLS) emergency response with personnel qualified to the EMT-B or First Responder AED level. All fire apparatus are equipped with basic medical equipment and semi automatic external defibrillators.

The Fire District responds to and assesses all miscellaneous non-classified calls for service. The IC will determine whether the service required is within the skills and capabilities of the firefighters and equipment. Where appropriate, the IC will call for additional or specialized resources through the Local Mutual Aid Plan, from public utilities, and/or from private industry, IAW the Emergency Management Plan.