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## 200 POLICY: Organizational Structure

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Approval: BOFC

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Reviewer:

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### 200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of Orcas Island Fire & Rescue. This policy also provides guidance regarding the district's reporting process through the chain of command.

### 200.2 POLICY

It is the policy of Orcas Island Fire & Rescue 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.

### 200.3 DIVISIONS

The Fire Chief is responsible for managing Orcas Island Fire & Rescue. The following divisions make up Orcas Island Fire & Rescue:

- a. Administration Division
- b. Emergency Services Division
- c. Fire Chief also provides support to the San Juan County Fire Marshal Division

#### 200.3.1 Administration Division

The Administration Division is directed by the Fire Chief and provides administrative support to the Fire Chief; prepares and coordinates the district budget; helps to manage recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to Fire District #2 officials, the Fire Chief and the District #2 Board of Fire Commissioners.

A current organizational chart for Administration needs to be prepared and maintained.

#### 200.3.2 Emergency Services Division

The Emergency Services Division is directed by the Fire Chief. The Emergency Services 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.

In the event of an emergency causing communication difficulties with the San Juan County Dispatch Center the Fire Chief may also oversee the management of a temporary fire Dispatch.

A current organizational chart for the Emergency Services Division needs to be prepared and maintained.

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**200.3.3 Fire Marshal Division**

The Fire Marshal Division is directed by a Fire Marshal. The Fire Marshal Division's mission is to engage in investigation, education, prevention and mitigation of fire incidents or accidents. The Fire Marshal Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division may be the lead agency or act as support services in the investigation of all major fires occurring within the jurisdiction of Orcas Island Fire & Rescue.

**200.4 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. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct any subordinate if an operational need exists.

**200.5 CHAIN OF COMMAND**

Respect for rank is essential for administrative and operational efficiency. All members of Orcas Island Fire & Rescue 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 its parameters throughout the duration of all emergency incidents.

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

Members of Orcas Island Fire & Rescue 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 he/she 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 Orcas Island Fire & Rescue 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 Orcas Island Fire & Rescue without having first informed the Fire Chief through the chain of command.

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**200.6 DIRECTIVES AND ORDERS**

Members of the Orcas Island Fire & Rescue shall make a good faith and reasonable effort to comply with lawful orders of superior officers. Refusal to comply with a lawful order may result in disciplinary action, up to and including termination.

**200.7 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 the use of the normal 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 Duty Officer, the Fire Chief or a representative of the Administration Department.

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 health, safety and security without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints may be made to any supervisor or directly to the Administration Department. 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 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.