

- 2.00 Purpose:
Description of Central Cascades Fire & EMS District Organization and Structure.
- 2.01 Responsibility:
All personnel are responsible for understanding the District's: Mission, Functions, Responsibilities, Organizational Structure and Reporting Relationships.
- 2.02 District Overview:
Central Cascades Fire & EMS District is a local division of government, within Klamath County and the State of Oregon, established under the Special Districts authority of ORS 476 and 478. The District is governed by an elected five (5) member Board of Directors. The District's Chief Executive Officer is the Fire Chief who reports directly to the Board of Directors.
- 2.03 Fire Chief:
The Fire Chief is responsible for planning, directing, reviewing and administering the activities and operations of Central Cascades Fire & EMS District. The Fire Chief supervises all functions, personnel and activities of the District. The District organization is further divided into; Administration, Support Services, and Fire and Emergency Medical Services (EMS) Operations.
1. Administrative Assistants: Perform general and confidential administrative, managerial, clerical and reception support for the Fire District. Administrative Assistants report to the Fire Chief or designee(s).
 2. Public Information Officer (PIO): Oversees and coordinates development and dissemination of public information for District activities, prepares and/or edits reports and coordinates response to public inquiries. The Public Information Officer reports to the Fire Chief. In the absence of a PIO, the functions are assigned to the Incident Commander(IC), Fire Chief, or designee.
 3. Fire Marshal: Oversees and coordinates Fire Prevention, Public Education, Code Enforcement and Inspection, Fire Cause Determination and Fire & Life Safety Plans Review. The Fire Marshal reports to the Chief. In the absence of a Fire Marshal, the functions are assigned to the Fire Chief per ORS 476.060.
- 2.04 ADMINISTRATION:
Administration provides district budgeting, contract administration and financial services; provides planning, research, analysis, grant management services, and ensures compliance with applicable federal and state laws, local codes, ordinances and standards, and support of District Mission and Goals.

Administration reports to the Fire Chief through the Administration Manager. Administration includes various functions including:

1. Finance:
Finance is responsible for: Administrative and Financial Services, Budget Coordination, Contract Management, Financial Planning, Financial Systems Management and Records Management.
 - A. Finance/Budget Manager: The finance/budget manager is responsible for managing all financial aspects of the district, including preparation of the district budget. The position is currently held by the District Board Treasurer.
 - B. Administrative Specialists: Administrative Specialists may perform reception, administrative, clerical, and support activities for the District, including: payroll, Personnel Action Forms (PAFs), projecting cost information for training, projects and assignments.
2. Planning:
Planning is an administrative function. Planning is responsible for routine and emergency planning, research, analysis, grant management, information and technology services, accreditation, and emergency management activities. The Planning function may be assigned to a Chief.

2.05 SUPPORT SERVICES:

Support Services maintains and manages district facilities, fleet, and equipment; provides inventory management, research, analysis, and ensures compliance with applicable federal and state laws, local codes, ordinances and standards, and support of District Mission and Goals. Support Services reports to the Chief and includes:

1. Facility Maintenance: Facility Maintenance is responsible for all district facilities, air and oxygen services, supplies, PPE and issued equipment management, and inventory control.

The Facility Manager is responsible for all functions of Facility Maintenance as well as to; inspect, test, repair, manufacture and maintain a variety of facility and building systems, equipment and functions. The Facility Manager may respond to emergency scenes with equipment, air, light and rehab support in addition to firefighting duties.

2. Apparatus and Equipment Maintenance: Apparatus and Equipment Maintenance is responsible for: fleet management, apparatus and

equipment maintenance, fire hydrant maintenance, maintenance supplies, inventory control, and scene support services.

The Equipment Manager is responsible for all functions of Apparatus and Equipment Maintenance as well as to; inspect, test, repair, manufacture and maintain a variety of fire suppression and life saving equipment and tools. The Equipment Manager may respond to emergency scenes with equipment, air, light and rehab support in addition to firefighting duties.

2.06 FIRE AND EMS OPERATIONS:

Fire and EMS Operations provides fire and rescue response, EMS first response, complies with federal and state standards and supports the district mission and goals. Fire and EMS Operations is supervised by the Assistant Chief who reports to the Chief. Fire and EMS Operations includes:

1. Training:

Training is a section within the Operations Division. The Training Section is responsible for classrooms and equipment, training props, audio-video equipment, books and training resource materials. Training is responsible to develop and maintain training records for all personnel. In addition to Training staff, adjunct and outside instructors are utilized as needed.

- A. Training Officer: The Training Officer is responsible for managing the training program and reports to the Operations Officer.
- B. Fire & EMS Instructors: Fire & EMS Instructors assist the Training Officer and EMS Officer in providing training to personnel. Instructors report to the Training Officer and/or EMS Officer.

2. Emergency Medical Services (EMS) Operations:

EMS Operations is responsible for Emergency Medical Services program administration, liaison with EMS agencies, medical facilities, EMS training and re-certification, compliance with EMS related federal and state laws, local codes, ordinances and standards, and Quality Improvement.

- A. Emergency Medical Services (EMS) Officer: The EMS Officer is responsible to manage all EMS Operations work and reports to the Operations Chief. The EMS Officer is responsible for overseeing District EMS Training and Quality Improvement Programs. The EMS Officer provides supervision to all EMS personnel.

B. Emergency Medical Services (EMS) Training: The EMS Training function is responsible for developing, planning, scheduling and conducting EMS training; managing Advanced Life Support (ALS) and Basic Life Support (BLS) training to meet Oregon recertification requirements for Fire & EMS personnel and researching EMS issues, protocols and incidents. This function is assigned to the EMS Officer and Field Training Officer/Paramedic.

2. Fire & EMS Response Operations:

A. Fire & EMS Captain: Captains coordinate fire suppression, rescue, and emergency medical service activities of one or more companies or crews at a station; function as station officer and ensure effective compliance with policies and directives; and assign, oversee, and participate in: extinguishing and preventing fires, emergency medical services, training, public education & prevention activities, and other related duties. Captains report to the Operations Chief.

B. Fire & EMS Lieutenant: Lieutenants plan and oversee the activities of one (or more) firefighting/EMS company; oversee and participate in extinguishing and preventing fires, emergency medical services, training, public education & prevention activities, and other related duties. A Lieutenant reports to a Captain and/or Chief.

C. Lead Firefighter: Lead Firefighters oversee activities of a firefighting/EMS crew, oversee and participate in; extinguishing and preventing fires, emergency medical services, training, public education & fire prevention activities, and related duties. A Lead Firefighter operates as a crew leader, in the absence of an Officer, and reports to an Officer or Chief.

D. Driver-Engineer: Driver-Engineers are responsible for driving, operating, and maintaining fire and EMS apparatus and equipment. They also perform a variety of duties associated with fire suppression, rescue, and the emergency medical services. Engineers report to a Lead Firefighter, Fire Ground Leader, Lieutenant or Captain depending on the assignment.

E. Firefighter: Firefighters perform a variety of duties associated with fire suppression, rescue, and the delivery of emergency medical services. Firefighters assist Engineers and Officers with upkeep and maintenance of fire apparatus and equipment. Firefighters differ from the Driver & Engineer classifications in that a Firefighter is not primarily responsible for

driving or operating apparatus. Firefighters report to an Officer, Lead Medic or Lead Firefighter, depending on assignment.

- F. Medic Technician (Paramedic or RN): Personnel in this position must possess an Oregon State EMT-P or RN certification. The Technician is responsible for directing and delivering patient care, medical report writing, and maintaining the inventory of medical supplies and equipment used on the unit. The Technician is considered the lead worker on EMS scenes unless there is an EMT Officer present. In that situation, the Technician is responsible for patient care, and the Officer is in charge of overall scene operations. Medic Technicians report to an Officer or Lead Firefighter.
- G. Medic Driver (EMT-First Responder, Basic, Intermediate or Paramedic): Personnel in this position should possess at least an Oregon State EMT-FR certification. The Medic Driver is responsible for operating and maintaining a medic unit, assisting the Medic / Technician with patient care and helping to direct work of additional resources. An EMT-B may provide patient care during transport. Medic Drivers report to a Medic Technician except as noted above.
- H. Lead Medic: The Lead Medic is a function of the highest ranking or rated EMT on scene. The Lead Medic is responsible to direct and/or deliver patient care, write medical reports, and maintain medical supply and equipment inventories. The Medic is considered the Lead worker unless an Officer is present. In that case, the Medic is responsible for patient care, and the Officer is in charge of scene operations. The Lead Medic reports to an Officer.

