Resolution 023-2012

TITLE CHANGE FROM CATRON COUNTY FIRE MARSHAL TO CATRON COUNTY FIRE CHIEF AND SCOPE OF WORK

WHEREAS, Section 59A-53-5 NMSA 1978 authorizes the Board of County Commissioners to establish and govern fire districts by appropriate resolution; and,

WHEREAS, the Board of County Commissioners is the fiscal agent for fire protection funds for each fire district and the Board and each Commissioner is personally liable for such expenditures; and,

WHEREAS, the Board of County Commissioners is the Authority Having Jurisdiction (AHJ) for county fire districts; and,

WHEREAS, the Board of Commissioners desires to begin the process of the establishment of a County Fire Department, with Divisions headed by Division Chiefs, and establish single-point contact capability; and,

WHEREAS, the Board of County Commissioners created the Catron County Fire Marshal position by Resolution 052-2009 on May 6, 2009; and,

WHEREAS, the Board of County Commissioners desires to change the title of the Catron County Fire Marshal to Catron County Fire Chief in order to more effectively match the County Scope of Work and NFPA Standard 1021 “Standard for Fire Officer Professional Qualifications” 2009 Edition.

NOW THEREFORE, BE IT RESOLVED, by the Catron County Board of County Commissioners:

A. The name of Catron County Fire Marshal and the Office of the Catron County Fire Marshal is hereby changed to the Catron County Fire Chief and the Office of Catron County Fire Administration.

B. The Catron County Fire Chief will be selected by the Board of County Commissioners of Catron County.

C. Nothing herein shall preclude Fire District Chiefs from direct contact or communication with the Board of County Commissioners.
D. The Catron County fire Chief has the authority to enforce the following duties, however under controversial conditions prior consultation with the County Commission and/or County Manager shall take place.

E. The Catron County Fire Chief shall have the following duties;

1. Human Resource Management
   a. Act as supervisor for Catron County Fire District Chiefs.
   b. Has authority to impose discipline, after providing due process.
   c. Has authority to oversee County Fire District’s elections to ensure fair and democratic process.
   d. Assure attendance of firefighters and officers at training schools.
   f. Conduct background checks on fire department members.
   g. Create a professional development plan for fire department members and officers.
   h. Develop an ongoing education training program for fire department members and officers.
   i. Direct, coordinate, and enforce Catron County Fire Policies and Standards.
   j. Assist County Fire Districts with recruitment and retention of fire department members.
   k. Maintain county fire departments records at the county level.

2. Community and Government Relations
   a. Prepare, coordinate, implement, and deliver fire protection and fire prevention educational programs throughout the County.
   b. Serve as liaison to Catron County Volunteer Fire Districts and Catron County.
   c. Conduct, attend, and interact in meetings with County Fire Districts, federal and state agencies, other county agencies or departments, and the public.
   d. Develop programs that improve and expand service and relationships.

3. Fire Administration
   a. Inspect county fire departments, records, equipment, and apparatus, as needed.
   b. Assist County Fire Districts with grant writing.
   c. Assist County Fire Districts with improving their ISO ratings.
   d. Assist County Fire Districts with training.
   e. Prepare yearly report on county-wide fire department significant activities, achievements, goals, events, challenges.
   f. Keep abreast of new or changed legislative developments, as it pertains to the Fire Service.
   g. Keep abreast of new or changed technology, as it pertains to the Fire Service.
   h. Monitor compliance with federal, state, NFPA, and county codes, ordinances, rules, policies.
   j. Assist County Fire Districts with budgets and monitor spending and revenues.
   k. Direct the development, maintenance, and evaluation of dept. record keeping.
   l. Develop a plan for continuous organizational improvement.
   m. Prepare reports with details on trends, variances, and other topics.

4. Fire Investigation
a. Ensure scene is secure.
b. Ensure all evidence is protected.
c. Determine the point of origin and preliminary cause of a fire.
d. Photographs, diagrams, pertinent date, sketches to determine if arson is suspected.
e. Contact State Fire Investigators for assistance and notify State Fire Investigators about fire investigation information pertains to the scene.

5. Emergency Service Delivery

a. Respond to and supervise emergency operations, pre-incident planning, and assignment of resources at wildland fires, structure fires, and other emergency incidents.
b. Perform the duties of Command personnel, as needed.
c. Produce operational and action plans requiring multi-unit operations.
d. Activate local emergency plan, if needed.
e. Assist with evacuation procedures, plans, and evacuation.
f. Develop and conduct post-incident analysis policies, procedures, and forms.
g. Prepare written reports from incident data.
h. Needs assessment planning.
i. Performs annual inspections of all County VFD’s.

6. Health and Safety

a. Analyze a member’s accident, injury or health exposure.
b. Prepare reports.
c. Conduct in-service health and safety training programs.
d. Conduct initial accident investigation.
e. Develop a measurable accident and injury prevention program.
f. Work in conjunction with Medical Director on policies concerning Fire Rehabilitation on incidents or trainings.
g. Explain benefits of being physically and medically capable of performing assigned duties.

Done, at Reserve, Catron County, New Mexico, this 21st day of December, 2011.

ATTEST:

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/s/ Hugh B. McKeen, Chairman

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/s/ Sharon Armijo, Clerk

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/s/ Glynn Griffin, Member

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/s/ Richard McGuire, Member

BOARD OF COUNTY COMMISSIONERS
CATRON COUNTY, NEW MEXICO