

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Rancho Adobe Fire Protection District. This policy also provides guidance regarding the district's reporting process through the chain of command.

200.2 POLICY

It is the policy of the Rancho Adobe Fire Protection District 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 SECTIONS

The Fire Chief is responsible for managing the Rancho Adobe Fire Protection District. The following sections make up the Rancho Adobe Fire Protection District:

- Administration Section
- DivisionFiteSuppression Section
- Fire Prevention Section

200.3.1 ADMINISTRATION SECTION

The Administration Section is directed by the Administrative Manager and provides administrative support to the Fire Chief and Directors; prepares and coordinates the district budget; acts as liaison with the Administration regarding recruitment, promotion and performance appraisals; manages payroll functions; and reviews, prepares and presents staff reports to the district, the District staff and District officials.

It is the responsibility of the Administrative Manager to prepare and maintain a current organizational chart. The Administrative Manager also acts as the Clerk of the Board for legal and administrative matters.

Major administrative responsibilities are assigned by the Fire Chief to Battalion Chiefs and line staff as ongoing or one-time projects.

200.3.2 DIVISIONFITESUPPRESSION SECTION

The DivisionFiteSuppression Section is directed by the on-dutyBattalion Chief. The DivisionFiteSuppression Section may respond to fire, rescue and medical aid calls for service as the need arises; manages major disaster responses; and ensures appropriate staffing on responding apparatus..

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200.3.3 FIRE PREVENTION SECTION

The Fire Prevention Section is directed by a Fire Marshal. The Fire Prevention Section's mission is to engage in prevention and mitigate the impact of fire incidents.

The Fire Prevention Section performs inspections of businesses and occupancies as mandated by applicable law. Investigation of fires occurring within the jurisdiction of the Rancho Adobe Fire Protection District is the responsibility of the on-duty Battalion Chief, who may request aid from off-duty fire investigators, or other members from the Sonoma County Fire Investigation Task Force (FITF) or assisting agencies.

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 the Rancho Adobe Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

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

Members of the Rancho Adobe Fire Protection District 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 the supervisor 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 Rancho Adobe Fire Protection District 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 Rancho Adobe Fire Protection District without having first informed the Fire Chief through the chain of command.

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200.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any [department_agency] supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the [agencyHead], of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

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 Battalion Chief, the Fire Chief, or a representative of the Administration.

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. 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.

200.8 DESIGNATED EMPLOYEE POSITIONS

Rancho Adobe Fire Protection District designated positions include:

1. DIRECTORS

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2. FIRE CHIEF
3. CLERK OF THE BOARD
4. FIRE MARSHAL- FIRE PREVENTION
5. CONSULTANTS
6. BATTALION CHIEFS
7. ADMINISTRATIVE MANAGER

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The executive officer may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The executive officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.