

# Duties of the Fire Chief

## Administrative:

- Document review and processing
- Request and review quotes and bids from Vendors
- Schedule annual equipment certification inspections
- Schedule vehicle maintenance
- Evaluate member attendance
- Evaluate training to meet NFPA and OSHA requirements
- Schedule and ensure Members attend all required training courses
- Address internal issues
- Document code enforcement issues
- Inventory
- Retention and Recruitment
  - Meet with potential members
  - Conduct Background checks
- Attend monthly meetings:
  - Fire Chiefs Association of Massachusetts
  - Western Mass Fire Chief's Association
  - Berkshire County Fire Chief's Association
  - Fire Prevention Officers of Western Mass
  - Prudential Committee Meetings
- Prepare Reports
  - Prudential Committee Meetings
  - Alerts Meetings
- Prepare and maintain the annual budget

## Fire Prevention Duties

- Inspections:
  - Annual Liquor License
  - Construction and renovation projects
  - Permitting
  - Change of ownership smoke detector/carbon monoxide detector
  - Oil burner and propane inspections
  - Photovoltaic System Plan
  - Schools - quarterly
- Issue certificates of occupancy for new and renovated buildings
- Issue permits
- Observe acceptance tests of fire protection systems
- Plan review for new construction and renovations including fire sprinkler systems and fire alarm systems
- Supervise:
  - Tank removals
  - blasting operations within the community
- Conduct public fire education programs
- Respond to citizen inquiries and complaints