

**CHAPTER 19****FIRE CHIEF**

19.01 FIRE CHIEF APPOINTED. The Fire Chief shall be appointed and/or discharged by the City Administrator, with approval of the Council. Discharge becomes effective upon Council approval.

(Code of Iowa, 1995, Sec. 372.13 [4])

19.02 FIRE CHIEF DUTIES. The Fire Chief shall have the following powers and duties:

(Code of Iowa, 1995, Sec. 372.14 [4])

1. Personnel. Appoint, assign, reassign, promote, reclassify, discipline, demote and discharge all personnel of the Fire Department in compliance with law and ordinance.
2. Set Compensation. Fix the compensation of all personnel appointed by him, subject to the approval of the Council.
3. Management. Be responsible for the direction and control of all operations and affairs of the Fire Department; be vested with all powers, rights and privileges attending the responsibility of management; and exercise the same, where appropriate, by rules, directives or other orders which shall be binding on all personnel of the Fire Department when duly promulgated.
4. Organization. Determine and establish the form of organization of the Fire Department; create subordinate organizational subdivisions or sections within the Fire Department; and determine and define the functions, duties and responsibilities of each.
5. Classification Plan. Determine and establish such classifications or ranks, grades, and positions for personnel within the Fire Department as he may deem appropriate as provided in the Department Rules and Regulations; prescribe the uniform and uniform insignia for all ranks; define and designate the authority, responsibility, duties, assignments, rights and privileges for each such rank, grade or position; and establish the order of succession to positions of command with the Fire Department.
6. Employee Performance. Regulate attendance, conduct, training, discipline and procedure for all personnel of the Fire Department; make all other rules, regulations, and orders as may be deemed necessary for the management of the Fire

Department and its personnel; and institute a system of periodic performance evaluation for all members of the Fire Department.

7. Property. Acquire, hold, control and maintain all property, equipment, facilities and premises necessary to the operation of the Fire Department; and dispose of the same in such manner as may be authorized by law.

8. Records. Establish and modify systems for the reception, processing and maintenance of reports and records of all occurrences, or alleged occurrences of fire, arson, and fire code violations in the City, and of the administration, management and operations of the Fire Department; and establish procedures, not inconsistent with law, for the safekeeping, photocopying and destruction of records of the Fire Department.

9. Reports. Compile annually an analytical report based upon the records maintained by the Fire Department and summarizing the activities of the Fire Department for the year. The report shall be filed with the Council and may contain recommendations for the improvement of the Fire Department.

10. Fire Prevention. Enforce all laws and ordinances regulating fire prevention requirements with the City.

11. Right of Entry. Have the power of entry into any building or premises within his jurisdiction for the purpose of making such investigation or inspection which, under law or ordinance, he may consider necessary to be made.

12. Fire Hazards. Make such recommendations to owners, occupants, managers or caretakers of buildings for the purposes of eliminating fire hazards as are provided for by law or ordinance.

13. State Fire Marshal. At the request of the state fire marshal, and as provided by law, aid such marshal in the performance of the marshal's duties by investigating, preventing and reporting data pertaining to fires.

14. Building Plans. Review all commercial building and remodeling plans for compliance with appropriate fire codes; filing a report of findings to appropriate departments or agencies.

15. Water Supply. Review and monitor the City water system as it relates to fire protection, making recommendations to the Superintendent of Public Works regarding repairs, modifications or additions to said system as required to maintain or improve fire protection.

16. Civil Defense. Serve in capacity of civil defense operations officer for the City; coordinate activities with the Polk County Civil Defense Office; write and update a disaster plan for the City; develop and maintain the emergency operations center as a functional system capable of operating effectively in a disaster mode; seek available state and federal monies to improve disaster response capabilities; assure that all City personnel are aware of their duties in a disaster situation; conduct at least one disaster drill each year to test response capabilities; and perform other tasks assigned by the Council and the county civil defense office.

17. Council Meetings. Attend all Council meetings unless excused by the City Administrator.