

# Command Staff Roles / Responsibilities

Effective June 1, 2021

Fire Chief	Deputy Chief	Deputy Chief
	EMS and Admin	Operations and Fire Prevention
Financial Management	EMS Administration	Fire Prevention Activities
Budget and Procurement	Daily Scheduling Software	Fire Origin and Cause
Overall Department Leadership/Management	EMS Liason with other entities (internal & external)	Countywide Operational Oversight
County Liason (Elected Officials and County Directors)	Medical Rescue Management	Direct Supervision of District Chiefs
Direct Supervisor of Emergency Manager	Budget and Procurement	Ladder/Hose/Pump/SCBA Testing
Direct Supervisor of Deputy Chief(s)	EMS Bureau Fund Act	Volunteer Nominal Fee Program
Identify and address organizational gaps	Direct supervisor of EMS Billing Team	Volunteer PERA
Capital Outlay Projects	EMS Protocol Updates	Internship Program
Contracts:	EMS License Oversight	Direct Supervisor of Shift Commanders (all shifts)
Other Juristictions, Medical Direction, Pharmacy, IH2S, PCG, PSPG, communications, etc	Firefighter wellness	Direct Supervisor of Training BC
	Direct supervisor of Logistics BC	Public Relations
	PRC EMS Complaine	Fire Liason with other entities
Leadership Day	Pharmacy Compliance	Assist DC EMS with IT & Schedule Software
Special Projects	HR and Risk Mgmt	Assist with HR needs
Chaplain/Peer Fitness Program	IT	Fire Administration
<b>Battalion Chief - OPERATIONS (x3)</b>		
Daily Operational oversight	Daily High Acuity Call Responses (countywide)	Daily Shift Training
Daily Career Staffing	Assist with New Hire Training	Employee Evaluations/Corrective Action
Direct Supervisor of assigned shift/personnel	EMS Supplies Inventory and Stock	Assit with PR and Prevention
Assist with QA/QI	Firefighter Physical Abilities	Ensure crew compliance with payroll system
Assist with New Hire Training (as needed)	Technical Rescue Team Coordinator	Other duties as assigned
Uniforms		

**The Sandoval County Help Desk system and the Chain of Command is the preferred method for requests to the Command Staff.**

**Urgent requests or on scene needs should be directed to the daily Operational Chief Officer at 505-238-6896**

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Office of Emergency Management	Joint Roles and Responsibilities		Communications Administrator
Emergency Manager			
Emergency Management	Contact for NMFTA	Chavez & BC Training	Countywide Comms system
EMPG, SHSGP, DOH grants mgt.	Policies & Procedures	All Command Staff	Radio Logistics
Mitigation Projects	Comms and Dispatch	Chief & Comm Admin	Liaison with State DoIT
Emergency planning and exercise	Image Trend	Chief and DC	Advise on Dispatch Issues
EOC Direction	Apparatus Specs	Chief & DC	Assist in OEM
Mitigation Programs	Capital Outlay Projects	Chief & DC	Assist in Comms with other agencies
Assist with Communications	Volunteer R&R	DC & BC	Identify funding sources for comms
Emergency Management liaison to tribes	Jr. Firefighter/Internship	DC/BC	Assist Operations with Command Post
Emergency Mgt. Liaison to Municipalities	ISO	All Command Staff	
Citizens EM Academy	Payroll	Chief and DC	
	Special Event	DC & Admin Staff	
	QA/QI	DC & BC	
	Scheduling Software	DC & BC	
	Hiring	All Command Staff	
	Helpdesk System	DC, BC, Admin	
Battalion Chief	Battalion Chief		Battalion Chief
Training	Logistics		Volunteer District Battalions (x5)
Volunteer Training Academy	Fire PPE (Wildland and Structural)		District Operational Oversight
Fire Related Training (countywide)	Wildland Program		Identifying District Needs
EMS Related Training (Countywide)	Burn Permits		Requesting equipment for district
Target Solutions	Facility Maintenance		Assist with members PERA
Career Staff Academy	Vehicle Maintenance		Ensure District Calls are Logged
Direct Supervisor of assigned shift/personnel	Direct Supervisor of assigned shift/personnel		Assist with member training
New Hire Training Oversight			

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