

AN ORDINANCE TO ESTABLISH THE POSITION OF DIRECTOR OF THE FIRE SERVICE, TO BE CODIFIED AS SECTION 8-12 OF CHAPTER 8 OF THE NORWICH CODE OF ORDINANCES, AND TO SET RESPONSIBILITIES AND REQUIREMENTS WITH RESPECT TO THE POSITION

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORWICH, that:

- a) There shall be a Director of the Fire Service who shall serve as part of the City Administration reporting to the City Manager.
- b) The Director of the Fire Service shall exercise all the duties, powers and functions of the position and shall be responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the fire department (career) and volunteer fire companies (hereinafter collectively the "Fire Department") and shall, in conjunction with the chiefs of the fire department and the volunteer fire companies (hereinafter collectively the "Fire Chiefs"), manage the implementation of the Fire Department's goals, objectives and priorities. The Superintendent of the Fire Service shall recommend and administer policies and procedures, and shall affect their implementation through direct supervision of the Fire Chiefs of the Fire Department, including but not limited to:
 - (1) In conjunction with the Fire Chiefs, develop a Fire Department strategic plan and provide for its implementation.
 - (2) In conjunction with the Fire Chiefs, manage the development and implementation of the City's compliance with federal and state safety and security programs, including but not limited to, NFPA 1710, NFPA 1720, OSHA, and ICS.
 - (3) Ensure that the Fire Department properly enforces all local, state and federal laws and ordinances.
 - (4) Independently, or in conjunction with the Fire Chiefs, shall work to ensure appropriate service delivery throughout the City of Norwich.
 - (5) Promote and develop relationships with the citizens of the City of Norwich, and with businesses and organizations.
 - (6) Serve and act as the Public Information Officer for the City of Norwich in the event of citywide emergencies and/or medical service events.
 - (7) When available, attend major emergency incidents within the City to observe operations and to serve as the City's spokesperson.

- (8) Evaluate the organizational structure of all fire departments and fire companies in the City of Norwich from a public safety perspective, to address potential duplication of services, and make recommendations to promote greater efficiency of service delivery.
- (9) In collaboration with the Fire Chiefs, assist in presenting to the City Manager and/ or the Council of the City of Norwich on matters of operations, budget, personnel and other matters.
- (10) Coordinate, develop and implement standard operating guidelines (SOG's) for the fire departments.
- (11) Ensure coordination of communications and operations between the Fire Department and dispatch agencies, including providing current and future guidance, policies and procedures for effective dispatching of emergency personnel.
- (12) Coordinate the preparation of budgets for all entities within the Fire Department, including regular and continued oversight of the approved operating and capital budgets.
- (13) Evaluate all Fire Department equipment and apparatus to address duplication and effective use of resources.
- (14) Assist all components of the Fire Department in station location, station maintenance, and future building needs through identification, rationale, budget and effects on service delivery.
- (15) Coordinate and write grants for the procurement of personnel, apparatus, emergency funding and other resources.
- (16) Evaluate all Fire Department training programs and facilitate the development of an integrated training program for all components of the Fire Department.
- (17) Continually review personnel deployment to promote and ensure efficient and effective utilization of manpower.
- (18) Coordinate with the Department of Human Resources and the Fire Chiefs concerning recruitment, promotion, discipline and personnel practices.
- (19) Supervise the Fire Chiefs regarding recruitment, evaluation, discipline, and their adherence to the City of Norwich personnel policies and procedures, department operations, management of employees and volunteers, written and verbal communications and such other activities as the Superintendent of the Fire Service deems appropriate to strengthen the Fire Department, including initiating and taking appropriate action concerning personnel in conjunction with the Department of Human Resources.

- (20) Provide input regarding fire prevention and code enforcement.
 - (21) Inform the City Manager on a regular basis of the status of activities, programs, problems and the plans associated with the Fire Department.
 - (22) Develop collaborative working relationships with the Fire Chiefs, including facilitating regular joint meetings.
 - (23) Prepare and present written reports to the City Manager, Public Safety Committee of the City of Norwich or the Council of the City of Norwich as directed, assume leadership over special projects assigned by the City Manager and/or the Public Safety Committee of the Council of the City of Norwich and including responsibility for project delineation, management, communication, budget and implementation.
 - (24) Maintain all acceptable levels of competence, professionalism and ability as well as acceptable standards of conduct to ensure the responsibilities and duties of the position are performed as outlined herein and as otherwise required.
- c) The Director of the Fire Service shall:
- (1) Demonstrate and maintain sufficient knowledge, skills, abilities and experience required of the position, shall hold and maintain such licenses and certifications as required by the City of Norwich, and shall meet such other requirements as are set out in the job description prepared by the Department of Human Resources of the City of Norwich including, but not limited to, levels of education, fitness, training, and experience.
- d) Nothing in this Ordinance shall be construed to affect the organization, status or property of any volunteer fire company now established or which may hereafter be established in the City.
- e) This Ordinance shall take effect ten (10) days after publication

President Pro Tem Mark M. Bettencourt
Alderman Joseph A. DeLucia
Alderman Bill Nash