

	West Fargo Fire & Rescue Policy and Procedure			Authorized by: D. Fuller Fire Chief
	Subject: ORGANIZATION			
	Section: ADMIN	Date Authorized:	Date Reviewed:	
	Number: 101	8/5/2015	11/1/2017	

The West Fargo Fire Department and The West Fargo Rural Fire Department, referred to The West Fargo Fire Department (WFFD) hereafter, shall be under the command of the Fire Chief (FC) who shall be the executive and administrative head of the department. The WFFD employs a hybrid system of career and volunteer personnel to shape the department.

The Assistant Fire Chiefs (AC) shall report to the Fire Chief and serve as acting Fire Chief (coordinated) in the absence of the Fire Chief.

The Battalion Chiefs (BC) shall report to the Assistant Chiefs and serve as acting AC (coordinated) in the absence of the AC.

The Captains shall report to their Battalion Chiefs and serve as acting BC (coordinated) in the absence of the BC.

The Engineers shall report to their respective Captains and serve as acting Captain (coordinated) in the absence of the Captain.

The Firefighters shall report to their respective Captains and serve as acting Captain (coordinated) in the absence of the Captain.

For specific job duties, see attached job descriptions.

Authorized Career Staff – 14 positions
 Administrative staff; Fire Chief and Office Coordinator

Prevention staff; Fire Marshal and two inspectors

Operations staff; Battalion Chief and two shifts of a Captain and four firefighter/EMT

Authorized Volunteer Staff – 44 positions
 Assistant Chief
 Battalion Chief
 Six Captains
 36 Firefighters