
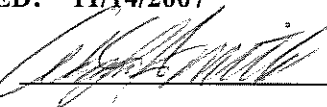



Scotts Valley Fire Protection District	
POLICY: 401 DATE APPROVED: 11/14/2007 BOARD CHAIR: 	SUBJECT: Fire District Divisions FIRE CHIEF: 


Policy 401: Fire District Divisions

The Scotts Valley Fire Protection District is organized into five divisions:

- Administration
- Fire Prevention
- Support Services
- Training and Safety
- EMS and Information Technology

The Administration Division is responsible for all district operations, promulgating necessary orders, policies, rules and regulations to carry out the policy of the fire district and to accomplish the mission. It enforces those laws of the State of California for which the fire chief is responsible. It is responsible for finance, preparation, submission and administration of the budget. It administers the mutual aid and other fire protection agreements and contracts to which the fire district is signatory. It is responsible for preparation and maintenance of reports, records and correspondence. Personnel, human resources, and fire corps volunteers are part of the Administration Division. The Administration Division is under the management of the fire chief.

The Fire Prevention Division is responsible for fire safety education, enforcement of the District's Fire Code, statutes of the State of California, and the federal government, and all Scotts Valley Fire Protection District and Santa Cruz County laws and ordinances pertaining to fire, hazardous materials and panic hazards. It develops procedures for routine and special inspection; issues permits; keeps records and statistics and cooperates with related city, county, state and federal departments and agencies. It investigates suspicious fires in cooperation with law enforcement and it coordinates the fire prevention activities of the suppression staff with approval of the fire chief. Personnel of this division perform such fire suppression duties as the fire chief may direct. The Fire Prevention Division is under the management of the fire marshal.

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The Support Services Division performs fire fighting, salvage, and rescue duties. It also performs pre-fire planning and certain fire prevention inspections, and maintenance and housekeeping duties. The management and maintenance of apparatus, equipment and facilities and purchasing of equipment, design and construction of facilities, and other logistical functions are the responsibility of this division. The Support Services Division is under the management of a shift battalion chief.

The Training and Safety Division is responsible for all aspects of personnel training for all District personnel. This division is also responsible for the District's health and safety program. The training program includes education and training of incumbent personnel, meeting training and safety mandates, career development training and ongoing safety programs. The Training and Safety Division is also responsible for preparing promotional tests and examination processes. This division will coordinate closely with other allied agencies to assure consistency of training methods and procedures. The Training and Safety Division is under the management of a shift battalion chief.

The Emergency Medical Services (EMS) and Information Technology Division is responsible for all aspects of the District's delivery of emergency medical services. This includes tracking and supervision of all certifications and licenses. This Division is also responsible for information technology including the District's computer systems, radio communications, 9-1-1 contact, and operational representative to the dispatch center. The EMS and Information Technology Division is under the management of a shift battalion chief.