



# **SOUTH LYON FIRE DEPARTMENT**

## **Manual of Procedures 123**

### **PROJECTS AND ASSIGNMENTS**

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Revised: November 12, 2021  
Approved: Deputy Chief Mike Weir

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#### **Purpose**

This directive assigns officers to responsibilities necessary for the operation of the South Lyon Fire Department.

Only fire officers are allowed to order or purchase equipment, supplies, or services. Fire officers must obtain prior approval from the fire chief for all purchases over \$100.00. In the absence of the fire chief, the deputy chief can authorize purchases over \$100.00. Fire officers are permitted to make emergency purchases for items such as unexpected building repairs, e.g., furnace failure, garage door issue if the fire chief or deputy chief unavailable. A receipt or invoice must be submitted to the fire chief within seventy-two (72) hours of any purchase.

#### **Fire Chief (Vacant)**

Overall department administration and operations

- Emergency operations
- Payroll
- Purchasing
- Budget
- Policy
- Human resources
  - Recruitment
  - Hiring
  - Promotional process
- Uniforms
- Fire prevention division
- Social Media
- Information technology
- Officer development
- Day shift scheduling and assignments
- I Am Responding
- Post and coordinate external training offerings
- Track personnel credentials
- Contract management
  - Huron Valley Ambulance
  - Novi Regional Dispatch
- Annual Performance Review
  - Administer annual performance review process for captain(s) and deputy chief
  - Create individual development plans and track status



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### **Deputy Chief Mike Weir**

- Driving complaint investigation (personal and SLFD vehicles)
- Personal vehicles emergency warning equipment authorization
  - Initial approval and tracking
  - Annual inspections and approval
- Maintain / update employee codes for Knox Box system
- Oversight of EMS programs
  - Ensure compliance, reporting, and licensing with the Oakland County Medical Control Authority and State of Michigan
  - Maintain employee Infection Control and Exposure Plan
  - Maintain EMS Quality Control plan
  - Track personal EMS licensure
- Annual Performance Review
  - Administer annual performance review process for firefighters, sergeants, and lieutenants
  - Create individual development plans and track status
- Hydrants
  - Painting, maintenance, and flowing
  - Tracking (working with day shift personnel to ensure are checking hydrants)
  - Maintaining list of private systems and ensuring annual reporting compliance
- Cadet Firefighter Program
  - Recruitment
  - Training
- Training attendance tracking
- Conduct OJT module practical examinations
- Website
- Social Media

### **Captain Cory Armstrong**

- EMS Supplies
  - Review of EMS check lists
  - Cleanliness and regular disinfecting of equipment
  - Ordering & stocking of supplies
  - Track expiration dates on regulated items such as Epi-Pens, glucose, AED pads
  - Maintain cleanliness and order of supply room
  - Equipment repair
- New hire training
  - Maintain and update OJT curriculum
  - Assemble OJT books and draft timeline for probationary employees
  - Conduct written and practical module examinations
  - Monitor and track probationary employee progress
  - Coordinate six-month appraisals
  - Provide oversight for OJT mentors



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- Identification cards
- Turnout gear
  - Inspection, cleaning, repair, and inventory
  - Ordering
- Technical rescue equipment (confined space, ice rescue, all life safety rope, RIT rope, harnesses, ladder belts)
  - Repair and maintenance
  - Ensure readiness and cleanliness
  - Inventory and inspection
- Confined space and rope rescue training (in conjunction with Training Officer)

### **Lieutenant Tim Wilson**

- Public education
  - Scheduling, coordination, and tracking
  - Supplies
- Communications (Minitors, portables, base radios)
  - Inventory, repair, and maintenance
  - Update OakWin / Open Sky Radios profiles
- Station maintenance
  - Ensure exterior and interior of fire station are maintained to standards set forth by fire chief
  - Advise fire chief when cleaning supplies are low
  - Maintain station hand tools
  - Maintain landscaping and grounds
  - Advise on capital station maintenance / repair issues
  - Ensure all facility systems are properly maintained
  - Filter change schedule: HVAC system, AirVac
  - Change door codes as directed by fire chief

### **Inspector Brad Moynihan**

- Regular fire inspections of commercial occupancies
- Site plan review
- Coordination with the building department
- Pre-incident planning
- Update software and plans in apparatus

Firefight Right-to-Know (Section 14(i) of the Michigan Occupational Safety and Health Act (MIOSHA), Public Act 154 of 1974



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### **Lieutenant Jeff Noechel**

- Apparatus (liaison with city mechanic)
  - Repair and maintenance
  - Ensure readiness and cleanliness
  - Annual DOT inspections
  - Annual pump and ladder testing
- Engineer and APO training (work with Training Officer)
- 4-gas and HCN monitors
  - Calibration and maintenance
- Vehicle extrication equipment, fire hose, ladders, nozzles, small equipment
  - Inventory, maintenance, and annual testing

### **Lieutenant / Training Officer Cindy Conrad**

- Safety Data Sheets
  - Update and maintain SDS binder
- OJT Mentor
- EMS Coordinator
  - Ensure Compliance and quarterly EQIP reporting with OCMCA
  - Responsible for mandatory in-service training through OCMCA
  - Applying for and instruction of EMS continuing education credits
  - Ensuring appropriate number and type of continuing education credits are scheduled to renew an EMT-B license on a 3-year rotating schedule
- Training Officer
  - Coordinate internal department training (Tuesday)
    - Ensure lesson plan completion
    - Work with instructors to ensure high quality training sessions
  - EMS training to meet OCMCA requirements
  - Plan and implement continuing education credits for personal medical licenses
  - EMS report quality improvement process

### **Sergeant Brittany Hoak**

- OJT mentor
  - Cadet program
- SCBA (anything regarding breathing air)
  - Inspection, inventory, and repair
  - SCBA air compressor maintenance and repair
    - Quarterly air testing
  - Annual fit testing
  - Hydrostatic cylinder testing
  - Oversee other department cleared SCBA techs



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### **Sergeant Taylor Buchanan**

- OJT mentor
- Driving mentor
- Apparatus/Equipment (assist to Lt.)

Approved by:

/s/ Deputy Chief Mike Weir