TOLEDO FIRE & RESCUE DEPARTMENT

Article X - Fire Communications Bureau Deputy Chief

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Section 1 - Authority

A. The Fire Communications Bureau shall be under the direction and control of a Deputy Chief and shall be composed of such personnel as may be authorized by the ordinance of the City of Toledo or assigned thereto by the Fire Chief. They shall have the authority to perform the duties and responsibilities as outlined in Section 2 below.

B. Subject to the approval of the Fire Chief, the Deputy Chief in charge of the Communications Bureau shall establish and regulate the working hours of all personnel assigned to the Communications Bureau, to be consistent with statutory requirements or agreements.

C. The Deputy Chief in charge of the Communications Bureau shall report to the Fire Chief.

Section 2 - Duties and Responsibilities

The Deputy Chief of the Communications Bureau shall have the following duties and responsibilities:

A. Record-keeping, report submission, and recommendations necessary to inform the Fire Chief and other concerned authorities of the time and place of fires and emergencies (to be done in collaboration with Lucas County 9-1-1 Regional Council of Governments (RCOG)).

B. Development of procedures related to radio transmissions, alarm responses, and other matters peculiar to the Communications Bureau (Subject to the approval of the Fire Chief).

C. Oversight of the operation and inventory of all communications equipment.

D. Representation of TFRD’s interests within the RCOG, working with TFRD’s Liaison and RCOG personnel in order to maintain the best practices for proper communication transmissions and deployment of resources.

E. Ensuring the location and operational status of all fire companies and apparatus are known to the

RCOG. They shall see that such companies and apparatus are dispatched to fires or other emergencies in such manner and in such numbers as to give the most effective response to the fire or emergency in progress, while still providing the maximum degree of protection to the City of Toledo with the resources still in service and available.

F. Conduct, efficiency, training, and discipline of personnel assigned to the Communications Bureau.

G. Training TFRD members in operation of all Communication Bureau equipment, to include proper phrasing, terminology, and etiquette used in radio transmissions (to be done in conjunction with the Training Bureau).

H. Submission of an annual report along, with goals and objectives for the upcoming year to the Fire Chief.

I. Other duties as required by higher authority.

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