

# Hudson Fire Department Year-round Task Review

Administration	Operations	Prevention
<b>Chief: (FT)</b>	Emergency incident response - All Dept.	<b>Fire Marshal: (FT)</b>
Budget - create & manage, payroll, SOP's & SOG's	Emergency incident response - Duty Officer	Fire Prevention Bureau staff management
Personnel - staffing, discipline, counseling, tasks	Emergency Incident response - Tech Rescue Team	Development & comm. building plans review
Emergency & risk reduction planning	Emergency Incident response - Haz Mat Team	Development & comm. building project mgmt.
HFD accident/injury invest. & citizen complaints	Non-emergency response/assistance - All Dept.	Inspection records management
Significant incident OIC & Ohio Fire Code AHJ	Non-emergency response/assistance - Duty Officer	Fire/Arson incident lead investigator
Public speaking, alternate funding sources		Special event fire safety compliance review
Duty Officer x 2 days per week		
	<b>Engineering</b>	<b>Fire Educator / Inspector: (FT)</b>
<b>Administrative Assistant: (FT)</b>	<b>Chief Engineer: (PT/Volunteer)</b>	Fire safety education - children, seniors, business
NFIRS, HFD Incident reporting & records mgmt.	Engineering staff management & scheduling	Juvenile firesetter education, car seat inspections
PR's, PO's, invoices, supplies, records retention	Engineering budget creation & management	School, daycare, commercial building inspections
Public records & citizen requests. vol. payroll	Shuttle vehicles to & from for off site repairs	Special event & public education
Assist Chief Engineer as needed	Apparatus & equip. operations & repair records	Duty Officer x 2 days & 1 night per week
<b>Assistant Chief - Training: (PT)</b>		<b>Fire Inspector: (FT)</b>
Training instructor staff coordinator		Comm. building const. & routine fire inspections
Firefighter, engineer & officer training	<b>Volunteer Officers:</b>	Car seat installation & food truck inspections
Training, certification, NIMS & SCBA records	Duty Officer x 1 day & 1 night per week	Training & driving instructor, extinguisher trainer
In-house computer, MDT & tablet IT issues	Incident responses as available	Duty Officer x 2 days & 1 night per week
Duty Officer x 2 days & 1 night per week	Assist with fire safety education classes	
	Assist at special events & Pub. Ed.	<b>PT/Volunteer Fire Inspectors:</b>
<b>Assistant Chief - Compliance: (PT)</b>		Commercial building routine fire inspections
ISO, NFPA, OSHA compliance. Code Red admin.	<b>Volunteer Firefighters:</b>	Assist with fire safety education classes & Pub. Ed.
Tornado siren, air system, meter calibration	Incident responses as available	
PPE purchasing, inspection & repair. EAP	Apparatus & equipment maint. & repairs	<b>Daytime Staff: (FT &amp; PT)</b>
Staffing for special events, duty shifts & holidays	Assist with fire safety education classes	Respond to all emergency incidents
Duty Officer x 2 days & 1 night per week	Assist at special events & Pub. Ed.	Cross-trained to assist each other as needed