

# Organization

Book:	1 Organization
Chapter	III Emergency Services Organization
Subject	Organizational Structure
Code	1 – III – 2
Revised	6/05/2003

## 2.01 Purpose

- A. To provide employees and members with a description and understanding of the Jersey Village Emergency Services formal organizational structure.
- B. To provide employees and members with an understanding of the various relationships and functions of the department’s subdivisions.

## 2.02 Policy

- A. The Operations Manual shall contain a description of the formal organization of the Jersey Village Emergency Services.
- B. Jersey Village Emergency Services employees and members shall be aware of the department’s formal organizational structure and chain of command.

## 2.03 Emergency Services

- A. The administrative head of the Jersey Village Emergency Services is the Fire Chief / Fire Marshal.
- B. The Jersey Village Emergency Services is responsible for the protection of life and property to the citizens of Jersey Village.
- C. The Jersey Village Emergency Services provides a full range of services to the citizens of the community.
  - 1. Fire Suppression and Rescue
  - 2. EMS services
  - 3. Fire Prevention
  - 4. Fire Protection Planning
  - 5. Pre-fire Planning
  - 6. Public Fire Safety Education
  - 7. Civil Preparedness Planning
  - 8. Fire Code Enforcement
  - 9. Miscellaneous Public Services
- D. The Jersey Village Emergency Services participates with neighboring jurisdictions in automatic aid, mutual aid, and contractual agreements for fire suppression, rescue and EMS.
- E. The Jersey Village Emergency Services is divided into four (4) divisions: Administration, Suppression, EMS, and Fire Prevention

#### **2.04 Administrative Division**

- A. The Administrative Division shall consist of the Fire Chief and such personnel as may be authorized.
- B. The Fire Chief is responsible to the City Manager for the proper administration, expenditures of funds, efficient functioning in the prevention and control of fire, rescue and efficient functioning of EMS.

#### **2.05 Suppression Division**

- A. A Division Assistant Chief, two (2) Captains, and a Lieutenant command the Suppression Division, which consists of three (3) engine companies, one (1) heavy rescue, and one (1) booster.
- B. The Suppression Division carries out numerous activities and functions, including fire suppression, rescue, public assistance, fire company training, rescue company training, pre-fire planning.

#### **2.06 Emergency Medical Services (EMS) Division**

- A. A Division Assistant Chief, a Captain, and a Lieutenant command the Emergency Medical Services division, which consists of an ambulance and a first responder vehicle.
- B. The EMS Division carries out numerous activities and functions, including emergency medical care to the citizens, public assistance, EMS training, Public education and medical screening

#### **2.07 Fire Prevention Division**

- A. The Fire Prevention Division shall be commanded by the Fire Marshal and will consist of such personnel as may be authorized.
- B. The Fire Marshal is responsible for enforcement of laws and regulations pertaining to the protection of lives and property.
- C. The activities of this division include fire code development and enforcement, fire cause determination, fire protection planning, and public fire education.