

## THIRD AND FOURTH OFFICERS

20. In those large brigades where such officer ranks are employed, the amount of administrative work and supervision of the brigade would necessitate some of the responsibilities devolving on the Deputy Chief Fire Officer being allocated to each as particular references placed in their charge. These officers, according to their respective status, would deputize for their seniors and their leave of absence should be arranged so that one is constantly available for that purpose. Such officers should be attached to headquarters station to enable them to be fully employed on administrative duties in addition to their operational responsibilities.

## SENIOR STATION OFFICER

21. It is considered that officers of this rank are only justifiable in large stations where more than one station officer is employed or for specific duties such as fire prevention where the responsibilities and duties are considered in excess of a Station Officer's normal responsibility and duties. A Senior Station Officer in the chain of command would take charge over all ranks subordinate to him and should normally supervise the day to day routine management of the station and personnel as well as the drill and training in those brigades not employing a Third or Fourth Officer. The Senior Station Officer would deputize in command of the brigade in the absence of a senior officer.

## STATION OFFICER

22. The Station Officer would normally have direct charge of the day to day work of the station, and only in headquarters stations or substations with more than one first attendance appliance should more than one Station Officer be employed. He should ride in charge of the first attendance appliance to all calls, arrange and supervise the manning of the watch-room, order the necessary response of appliances to calls as received, supervise the routine work of the personnel, and be directly responsible to his senior officers for the maintenance and cleanliness of all appliances at his station. The rank of Station Officer might also be considered the appropriate rank for officers in charge of specific departments as, for example, brigade stores or workshops in a brigade of the A and B categories or for fire-prevention duties in the brigades of B and C categories.

## SUB-OFFICERS

23. The number of Sub-officers should be related to the number of first attendance appliances to ensure that one is available to ride on all such appliances and, in particular, to deputize for the Station Officer or a Senior Officer who normally rides on a first attendance appliance. He would also deputize in charge of the station and carry out the Station Officer's duties in his absence. He should assist the Station Officer in the supervision of routine duties of the personnel and act as duty officer outside normal working routine hours in conjunction with the available station officers. In the larger brigades the Sub-officers should, for experience, be given supervisory duties in the various departments of the brigade, for example, hose maintenance and repair, stores, workshops, communication section, fire prevention and the brigade office, as part of their training for senior rank.

## GENERAL

24. It is considered that all Station Officers and Sub-officers should at some part of their service, serve in the brigade office or take over portions of the administrative work such as the maintenance of records, compilation of pay sheets, preparation of reports, routine correspondence, and general administrative duties to fit themselves for senior rank, so that when appointed to such ranks, they are fully experienced and capable of controlling and managing a brigade.

## FIRE BRIGADESMEN

25. It is considered that not more than twenty-five hours in any working week is the maximum routine hours required in brigades from each fireman to enable the routine duties other than fire-fighting to be satisfactorily carried out. For this purpose it would appear convenient to arrange these hours so that routine work can cease at a convenient time in the afternoon except for any special work such as would be required in recommissioning the appliances and station as a result of fires occurring outside routine working hours. Normally this should not be required except after a fire or break-down of any essential brigade equipment. Where any such duty is performed outside routine working hours, which would necessitate personnel being engaged for any inordinate length of time, consideration should be given to suitable recompense or an adjustment made of the routine hours of the personnel concerned.