

departments, and for this purpose he should arrange his leave of absence accordingly. He should normally be available for attendance at fires in the absence of his deputy or other executive officer, except that it need not be necessary for him to attend all fires on the first attendance unless the nature of the call would appear to justify his immediate attendance and he should make suitable arrangements to be notified of any unusual occurrence or major fire justifying his presence.

DEPUTY CHIEF FIRE OFFICER

3. In the larger brigades the Deputy Chief Fire Officer should have delegated to him by the Chief Fire Officer the direct responsibility for supervising the maintenance of stores and supplies; training of the brigade, including lectures; maintenance of fire service buildings; the testing and maintenance of fire appliances; the provision and regular testing of means of communication, fire alarms, telephones, radio; the compilation of records of water supplies; inspection and testing of hydrants; maintenance of fire statistics; supervision of routine duties of personnel; compilation of leave rosters, sickness records, personal records, inspections of sub-stations, etc.

In the absence of the Chief Fire Officer, he would automatically take charge of the brigade and is then invested with the same powers. His availability should be arranged so that he is on duty in the absence of the Chief Fire Officer.

THIRD AND FOURTH OFFICERS

4. 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

5. 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

6. 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

7. 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.