

Chapter 2-3

Standard Operating Policy for Organization of PVFD

Effective Draft

rev. 04/26/06

1. Purpose

This SOP describes how the Pewee Valley Fire Protection District and the Pewee Valley Fire Department are formally organized.

2. Scope

This SOP applies to all members of the PVFD organization, including firefighters, officers, board members, and anyone else affiliated with the PVFD.

3. Introduction

The Pewee Valley Fire Protection District (PVFPD) is a legal body organized according to the rules of KRS Chapter 75. The Fire Protection District covers a legally defined territory (district) that includes the City of Pewee Valley, and has the authority to assess and collect tax revenue for the purpose of providing fire protection services to the protected district.

The Pewee Valley Fire Department (PVFD) is the operational unit of the Fire Protection District that executes the tasks of fire prevention and fire protection. The fire department originated as a division of the city government of Pewee Valley. In later years, the fire department was separated from city government and became an independent organization. This allowed the fire department to create a tax-derived funding system and to establish a service area beyond the city boundaries.

4. Board of Trustees

The Board of Trustees administers the Fire Protection District. There are seven trustees that serve four-year terms. The Oldham County Judge-Executive appoints three of the trustees who are confirmed by the Oldham County Fiscal Court. Two trustees are elected by PVFD firefighters from within the fire department. The property owners of the Fire Protection District elect two trustees. The terms of the Board members are staggered so that not all terms expire at the same time. The elections for Board members are administered by the Board and occur separate from other county elections.

The Board utilizes four officer positions for its administration: Chairman, Vice Chairman, Secretary, and Treasurer. Each of these officers has duties related to running the Board. The Board is responsible for oversight of the Fire Chief, who is the administrative head of the Fire Department. The Chief is responsible for daily Fire Department activities and budget preparation.

5. Fire Department Organization

The Fire Department is the operational arm of the Fire Protection District. The Fire Chief is the top administrative officer of the Department and determines how the Department will be organized to accomplish its mission of fire protection. The Chief determines how other officers of the department are chosen: either by election or appointment. These officers assist the Chief with organizing and leading the members of the Fire Department to complete the tasks associated with providing fire protection.

PVFD currently uses a paramilitary rank structure to organize authority and responsibility during emergency incidents. Rank is assigned based on leadership ability and seniority of members. Responsibility and authority for non-incident functions of the Fire Department are assigned using staff positions and corresponding job descriptions. The authority of staff positions does not carry over into the rank structure. However, only Chief Officers are authorized to override the decision-making ability of staff positions as it relates to that position.