

**Botetourt County Department of Fire & EMS**  
**VOLUNTEER DISTRICT FIRE CHIEF (BUCHANAN)**

1. The Buchanan Division of Botetourt County Fire & EMS shall have a Volunteer District Fire Chief designated as the person responsible for the overall supervision of the operations and personnel assigned to the Buchanan station. Further, this position will represent the interests of the Buchanan station at meetings, committees and assignments as deemed appropriate by the Chief of Fire & EMS.
2. The Volunteer District Fire Chief shall be selected from applications submitted to the Chief of Fire & EMS by interested members of the Buchanan station. A selection committee will be appointed by the Chief and will include one (1) member representing the Town of Buchanan and two (2) chief officers of the Department of Fire & EMS.
3. To be considered for the position of Volunteer District Fire Chief, applicants must have at a minimum VDFP Firefighter II, be a qualified apparatus operator within Botetourt County and 7 years verifiable fire service experience. Three of which must be with a Botetourt County fire company. The applicant must also be a current member of the Buchanan station.
4. Volunteer District Fire Chief shall be appointed for a period of two (2) years.
5. The Buchanan Volunteer District Fire Chief or his/her designee, shall be accountable for the general condition and efficient operation of the Buchanan station, ensuring training of assigned personnel, maintenance of all records for the company, and performance of all other assigned duties and responsibilities.
6. The Buchanan Volunteer District Fire Chief and County Department of Fire & EMS are accountable for accomplishing annual inspections of water supply systems within the Buchanan's initial response area such as, fire hydrants, cisterns, storage tanks and any other source of water supply.
7. The Buchanan Volunteer District Fire Chief will assist County Fire Investigators to determine the cause of fires. Any such evidence should be preserved.
8. The Volunteer District Fire Chief shall make every effort to attend:
  - a. All fires or other emergency incidents to ensure the appropriate level of response.
  - b. Any meeting of the Fire & EMS Commission.
  - c. Meetings called by the Botetourt County Chief of Fire & EMS.
  - d. Special committee meetings called by the County Department of Fire & EMS.

9. The Buchanan Volunteer District Fire Chief shall designate appropriately trained and qualified volunteers to inspect all apparatus and equipment in accordance with County SOP. Vehicle maintenance logbooks shall be maintained for each apparatus in accordance with the County SOP. Vehicle fuel tank levels shall be maintained at three quarters (3/4) full or more at all times.
10. The Buchanan Volunteer District Fire Chief shall keep or cause to be kept a Buchanan station log, a chronological record of all activities of the station and a record of the fire and drill service of each member. This can be either electronic or hardbound document. Further, the Buchanan Volunteer District Fire Chief shall ensure that the National Fire Incident Reports (NFIRS) are completed within 24 hours of the incident in accordance with the County SOP.
11. The Buchanan Volunteer District Fire Chief shall maintain or cause to be maintained, a pre-planned response document for their assigned service area. This preplan shall include identification of target hazards, site plans, water points, special considerations, and strategic and tactical preplans.
12. The Buchanan Volunteer District Fire Chief shall hold informational meetings with the volunteers in order to keep them apprised of projects in the volunteer company as well as County Fire & EMS.
13. The Buchanan District Volunteer Fire Chief shall insure all apparatus, vehicles, and equipment are properly maintained in a state of operational readiness; shall maintain all maintenance records, vehicle logs, and related documentation in accordance with the County SOP and applicable laws and regulations.