

HR LF	HR HF	Massachusetts Fire District - 14 Fire Investigation Team Structure FIT 3800-20-007	Effective Date 11/17/2020
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) To establish a basic structure to fulfill the administrative, staff, line, and incident requirements of the District 14 Fire Investigation Team.
- B) This SOG will identify team structure.
- C) This SOG shall always apply.

II) REFERENCE DOCUMENTS

- A) NFPA 1033

III) DEFINITIONS

- A) N/A

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) All members are be responsible for enforcing this SOG.

V) SAFETY

- A) N/A

VI) ENFORCEMENT

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and/or the District 14 Chair.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a compliant by this

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department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

A) Executive Committee

- 1) The Executive Committee should consist of the Fire Chiefs of all participating Department within Massachusetts Fire District 14.

B) Fire Investigation Team Committee shall consist of a group of chiefs from participating departments with fire investigation team members. The Fire Investigation Team Committee shall appoint a chairperson to work as the liaison between the team and the D-14 chiefs. The chairperson shall submit periodic, and annual reports to the D14 Chiefs.

C) Team Leader

- 1) The Team Leader should be appointed by the active members of the District 14 Fire Investigation Team and will report directly to the Chairperson of the Fire Investigation Committee.
- 2) The Team Leader represents their respective fire department and works as a team member of the District 14 Regional Fire Investigation Team. The Team Leader works as the leader of the entire team comprised of (3) geographic teams (A, B, & C). The Team Leader may be called upon to act as part of a fire investigation team in their respective community, or another community from District 14, or a community participating as a team member, and shall work as the liaison between said team and the Fire Chiefs in District 14. Except for extenuating circumstances approved by the FIT Committee Chairperson, the Team Leader shall attend all FIT meetings. The Team Leader shall make a report to the FIT Committee Chairperson of all meetings.

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- 3) The Team Leader should be appointed by a vote of the active members of the District 14 Fire Investigation Team. The voting will take place at one of the quarterly meetings of the team.
- 4) If at any time, the Team Leader resigns or ceases as a member of the team, the members will name his/her replacement with a new vote at the next team meeting/drill.
- 5) The Team Leader should be responsible for setting an annual training and meeting schedule.

D) Group Leader

- 1) The Group Leader represents their respective fire department and works as a team member of the District 14 Regional Fire Investigation Team. Each Group Leader works as the leader of their respective geographic team (A, B, or C). The Group Leader may be called upon to act as part of a fire investigation team in their respective community, or another community from District 14, or a community participating as a team member. The Group Leaders oversee the direction of their respective team and work as the liaison between said team and the overall Team Leader.
- 2) The Group Leader should be appointed by the active members of the District 14 Fire Investigation Team and shall report to the Team Leader. The voting will take place at one of the quarterly meetings of the team.
- 3) If at any time the Group Leader resigns or ceases as a member of the team, the members will name his/her replacement with a new vote at the next team meeting/drill.

E) Disqualification of Office

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- 1) If either the Team Leader or Group Leader(s), at any time (for reasons other than illness, injury, or other just cause or reason) fail to meet requirements of position set forth by said SOG, they should be deemed to have resigned from the position.
- 2) A member who assumes office because of replacing another officer should remain in office for the balance of the term and will continue to fulfill the obligations in the progression of office as prescribed in these operating guidelines.

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) N/A

SOG Review Dates:
