

HR LF	HR HF	<b>Massachusetts Fire District - 14</b> <b>Team Structure</b> <b>COM 3200-21-002</b>	Effective Date 03/01/2021
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 Communications Team.
- B) This SOG will identify team structure.
- C) This SOG shall always apply.

**II) REFERENCE DOCUMENTS**

- A) N/A

**III) DEFINITIONS**

- A) N/A

**IV) SPECIALIZED ROLES AND RESPONSIBILITIES**

- A) All members shall 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 Chiefs Communication Committee, Communications Team leader 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

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of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

## **VII) STANDARD OPERATING GUIDELINE**

### **A) Communications Committee**

- 1) The Communication Committee should consist of the Fire Chiefs of Massachusetts Fire District 14 according to District guidelines.

### **B) Communications Team Leader (CTL)**

- 1) Is appointed by the Communications Committee of the District Fire Chiefs.
- 2) Reports to the Communications Committee of the District Fire Chiefs and Chair.
- 3) The Communications Team Leader is the authorized representative and spokesperson of the Communications Team. The CTL may appoint a representative, in his/her absence, to attend meetings of other fire service organizations that affect the interest of the Team.
- 4) The Communications Team Leader should be the spokesperson for the team and should attend all meetings Communications Committee.
- 5) The team leader will submit a written report documenting team membership, membership status, and member participation in both training and response to the committee chair annually, no later than June 1<sup>st</sup>.

### **C) Assistant Communications Team Leader (ACTL)**

- 1) There will be two (2) Assistant Communications Team Leaders.

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- 2) The ACTL must have 3 years of active membership on the District 14 Communications Team.
- 3) Is appointed by the Communications Committee of the District Fire Chiefs
- 4) Reports to the Communications Team Leader.
- 5) Is assigned responsibilities by the Communications Team Leader.
- 6) Performs role of CTL in their absence.

D) Communication Team Member (CTM)

- 1) Is appointed by the District Chiefs Communications Committee.
- 2) Has completed the District's Application and interview process.
- 3) Reports to the CTL and ATCL.
- 4) Is assigned responsibilities and assignments by the CTL and ATCL.

E) Communications Team Leadership Group (CTLG)

- 1) Is made up of the following members:
  - (a) Chiefs of the Communications Committee and The District Chair.
  - (b) A Chief representing the Car 14 host community.
  - (c) The Communications Team Leader.
  - (d) The Communications Assistant Team Leaders.

**VIII) RECORDS, REPORTS, CHARTS, FORMS**

A)

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Sog Review Dates: