POLICY: # 102

ADOPTED: 10/24/1993

REVIEWED/REVISED: 06/03/97; 05/18/15

SUBJECT: ADMINISTRATIVE POLICY

1. The Fire Administration activity, through the Fire Chief, is responsible for the overall Fire Department services delivery system. In accordance with Swartz Creek City and Township of Clayton ordinances, Swartz Creek Area Fire Board By-Laws, Rules, and Regulations, Swartz Creek Area Fire Department Policies and Standard Operating Guidelines, and Mission Statement, the Fire administration manages the resources necessary to provide fire suppression and rescue services, fire prevention services and training services.
2. The Fire Administration activity is responsible for supervising the prevention and extinguishment of fires and the protection of life and property against the hazards of fire in the City of Swartz Creek and the Township of Clayton.
3. The Fire Administration directs planning and development of all Fire Department programs and purchase of equipment and supplies for all activities for daily operations. Maintains records necessary for all Fire Department operations, maintains employee records, and coordinates public relations and educational activities.
4. The Fire Administration shall keep abreast of the latest fire and management techniques to develop guidelines that can better the operation of the Swartz Creek Area Fire Department. This will ensure that the Fire Department is providing the finest fire extinguishment services and administrative services available to the citizens of the City of Swartz Creek and the Township of Clayton.
5. The Fire Administration shall maintain discipline and adherence to all By-Laws, Rules, Regulations, Policies, Standard Operating Guidelines, City and Township Ordinances, and all local, county, state and federal mandates and guidelines, throughout its activities.
6. **The Fire Administration shall be responsible for collecting cost recovery information for City of Swartz Creek and Township of Clayton related to all vehicle incidents for non-residents of the fire district. The information shall be distributed by the Fire Chief, or their designate, as each municipality deems appropriate.**