

Rule

Until Standard Operating Procedures are implemented by the Fire Chief and Position Descriptions are updated, the following Delegation of Authority Matrix will determine which officer, position, or role on the right side of the Matrix will assume the delegated authority of the officer, position, or role on the left side of the Matrix.

<u>This Officer, Position, or Role</u>	<u>Delegates to This Officer, Position, or Role</u>
Director	Not applicable
President	President Pro Tem ^{1,2}
Chair	Chair Pro Tem ^{1,2}
Secretary	Secretary Pro Tem ¹
Treasurer	Treasurer Pro Tem ¹
Custodian of Records	Custodian of Records Pro Tem ¹
Budget Officer	Budget Officer Pro Tem ¹
District Manager	President
Personnel Officer	District Manager
Privacy Officer	District Manager
Public Information Officer	District Manager Administratively/Fire Chief Operationally
Facility Manager	Fire Chief
Incident Commander	Fire Chief
Fire Chief	Assistant Fire Chief
Assistant Fire Chief	Captain
Captain	Lieutenant
Lieutenant	Most Senior Firefighter or EMT ³
Most Senior Firefighter or EMT ³	Next Most Senior Firefighter or EMT ³

¹Board of Directors must vote during a meeting for this delegation

²President/Chair must be a Director

³Any combination of Firefighter, EMT, or Firefighter/EMT

REVISION HISTORY

Revision Date	Author	Revision Details
May 21, 2026	Monte Olsen	Initial version