



# Jackson Hole Fire/EMS Operations Manual

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Title: **Volunteer Officer Chain of Command and Communications**  
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## PURPOSE

Jackson Hole Fire/EMS (JHFEMS) is committed to a robust Combination Department. Communication and relationships have been identified as areas of continuous improvement that will be supported by JHFEMS. This guideline provides volunteer leadership with direction for Chain of Command and Communications.

## SECTION I – VOLUNTEER OFFICER CHAIN OF COMMAND

Volunteer officers will have a chain of command that follows this general pathway, as presented in the JHFEMS Organizational Chart.

- Lieutenant – Captain – Deputy Chief of Operations – Fire Chief

The Chain of Command is utilized to provide direction and communication both up and down.

See the [JHFEMS Organizational Chart](#).

## SECTION II – CALLOUTS AND OPERATIONAL NEEDS

The JHFEMS Duty Officer will provide for operational oversight en route to a scene. This role will transition to the Incident Commander (IC) once established for the incident.

Operational needs for stations will be communicated to the station leadership and then will go directly to the Duty Officer. The Duty Officer will fulfill the need or provide additional direction to station leadership.

- EMS Re-supply
- Fire Re-supply
- Apparatus Out of Service criteria
- Immediate Facility Needs
- Accident/Incident Reporting

See SOP 4-5 Purchasing Protocol for budgetary questions.

### **SECTION III – BATTALION CHIEF STATION ASSIGNMENT**

Operational Battalion Chiefs will be assigned stations, previously referred to as Liaisons. Relationship building and gaining/sustaining knowledge of stations and members assigned to stations is the primary objective.

Battalion Chief Assignment is not a designated Chain of Command. It provides an additional route of communication from the membership to the Chief Officer group and from the Chief Officer group to the membership.

The expectation will be for Battalion Chiefs to tie in with the assigned stations monthly, or more frequently as needed. The routes of communication can include meetings, attendance at station trainings, phone calls, etc.

The following assignments are on a 2-year rotation with re-assignments by the Deputy Chief of Operations. Rotations to begin at the start of each odd calendar year.

- Station 1 & 4 – Battalion Chief 2
- Stations 2 & 6 – Battalion Chief 1
- Stations 3 & 7 – Battalion Chief 3