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DURHAM FIRE DEPARTMENT

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STANDARD OPERATING PROCEDURE

A-1-1

DATE: January 31, 1991

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APPROVED:

Ronald P. O'Keefe, Chief

FIRE DEPARTMENT ORGANIZATIONAL
STATEMENT

4th REVISION: April 2, 2001

1. Department Origination

1.1 The Durham Fire Department was formally organized in April of 1927 being funded both by the Town of Durham and the University of New Hampshire.

2. Department Composition

2.1 As written in section 4-11 of the Code of the Town of Durham, the Fire Department, under the supervision of the Fire Chief, appointed as specified by the Town Charter, shall consist of such forces of permanent officers and firefighters and reserve officers and firefighters as may be recommended by the Chief and approved by the Town Administrator.

2.2 The Durham Fire Department is currently comprised of twenty-six full-time personnel and a compliment of paid/call firefighters. The full-time personnel consist of the Chief, Assistant Chief, Fire Marshal, Fire Inspector, five Captains, sixteen Firefighters and the Administrative Assistant.

3. Department Functions

3.1 The Fire Department shall perform the following functions:

- a) Maintain personnel, apparatus and equipment in a state of readiness, to respond to and deal with emergency situations.
- b) Enforce all laws and ordinances of the State of New Hampshire and the Town of Durham applicable to fire prevention, life safety and hazardous materials.
- c) Provide fire protection and public education services to the community.
- d) Prevent fires and other emergencies.
- e) Protect life, property and the environment.

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- f) Prepare and maintain all necessary records pertaining to the Fire Department.
- g) Inspect buildings within the community to prevent fires and other emergencies.
- h) Perform all other related functions as required.

4. Organizational Structure

4.1 Below are the official Durham Fire Department organizational structures:

Figure 1

Administrative Structure

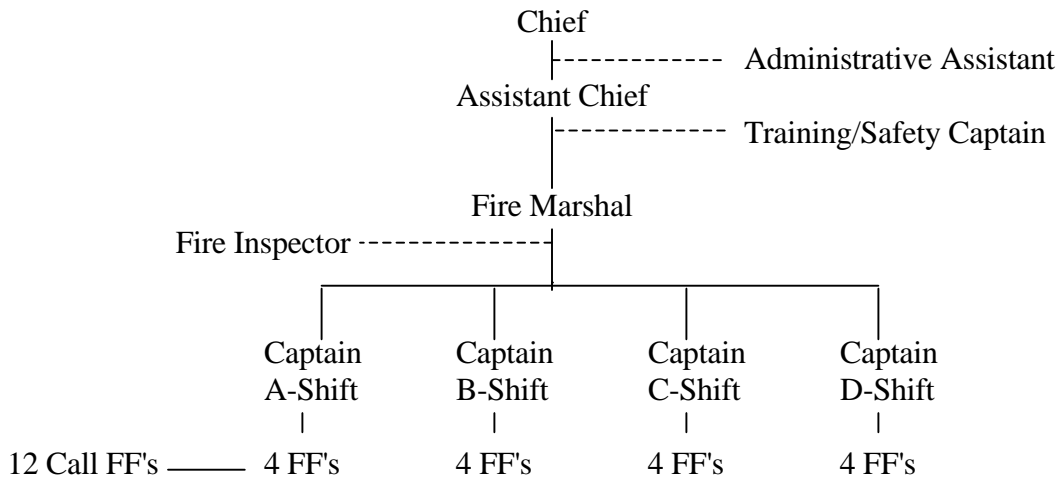


Figure 2

Operational Structure

