

Kennebunkport Fire Department

AUTHORITY

It is the intent of this manual to establish Policies, Regulations and Suggested Operating Guidelines (SOG's) that promote safe and effective operations of the Kennebunkport Fire Department. These documents also outline a chain of command when the Fire Department is employed in any emergency or training session. Complaints concerning non-correctable infractions will be made up the chain of command to the incident commander or officer in charge of a training session, who will advise the Fire Chief in writing of the infraction within a reasonable amount of time.

Once a complaint is received in writing and signed by the complainant, the Fire Chief will schedule a Chief's Review Board. The Chief's Review Board will be comprised of the Fire Chief, Assistant Chief and the three District Chiefs (or their duly appointed representatives).

The Review Board will read the written complaint, review the incident and allow each party the opportunity to present supporting testimony to justify his/her actions. It will be the duty of the Review Board to settle the written complaint. The Review Board will hear testimony and then adjourn to deliberate in private. The decision of the Review Board will be made within two days of the date of review. The Review Board will have the authority to provide sanctions against either the charging or charged individual or individuals up to and including complete dismissal from the Kennebunkport Fire Department.

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