
	STANDARD OPERATING GUIDELINE			
	DEPARTMENT ORGANIZATION			
	STANDARD OPERATING GUIDELINES			
	Effective: 01/Jul/1997	Revised: 20/OCT/2020	S.O.G. #: A-101	

1.0 Purpose

1.1 The Highland Park Fire Department is a department of the City of Highland Park, IL. The purpose of this guideline is to document the organizational areas of the Highland Park Fire Department. The Fire Department documents its organization in the Organizational Chart and this Standard Operating Guideline illustrating Department member assignments.

2.0 Organizational Chart

2.1 See the Fire Department Organizational Chart at the end of this document.

3.0 Department Assignments

3.1 Personnel throughout the Department are assigned to manage certain areas of the Department. These assignments are based on a wide variety of factors, including having an interest in a certain area, having a great deal of experience or expertise in a certain field, and/or need. Whatever the reason for being assigned to an area or project, personnel are encouraged to dedicate themselves to do the best job possible for the Fire Department.

3.2 The section below documents the Department personnel that are assigned to specific areas within the Fire Department. This section will be updated as needed to keep all members of the Department up-to-date on who is responsible for each area or project.

3.2.1 Administration

Fire Chief: Larry Amidei

Deputy Fire Chief: Joe Schrage

Executive Assistant: Terrie Jarosz

3.2.2 Operations

Battalion Chief Ryan Hughes: A Platoon

Areas of Responsibility: Training, Safety Officer & Safety Programs, Apparatus, Special Teams

Program Oversight: Box Cards, Buildings and Grounds, Small Tools and Saws, Ladders, Hose, Appliances, Fire Extinguishers, Pump and Hose Testing

Battalion Chief Bill Brennan: B Platoon

Areas of Responsibility: Knox Box systems, Cad/Firehouse, Policies and SOGs, Social Media Program Oversight: Public Education, Annual Report, Preplans

Battalion Chief Frank Nardomarino: C Platoon

Areas of Responsibility: Medical Officer, Maps and GIS, Grants

Program Oversight: Smoke Detectors, Knox Boxes, and CPR



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Page: 2 of 4



3.2.3 Fire Prevention

Fire inspection services (Plan Review, Code Enforcement, Permits and Life Safety Inspections) are now under Inspection Services of the Building Department. The Fire Chief still retains the role of Fire Marshal for the City of Highland Park.

Public Education: Lt. John Brens, *Successor*: FF Chris Gottschalk

Juvenile Firesetter Program: Lt. John Brens, FF Chris Gottschalk

Senior Smoke Detector and Knox Box Program: Lt. Matt Stanley

3.2.4 Emergency Medical Service

Medical Officer: BC Frank Nardomarino, *Successor*: Lt. Kevin Knoll

Assistant Medical Officer: FF Justis Wilkins

Emergency Medical Dispatch: Glenview Public Safety Dispatch Center

3.2.5 Training

Training Officer: BC Ryan Hughes *Successor*: FF Jeff Marusich

Training Committee: BC Ryan Hughes, FF Jeff Marusich, Lt. Matt Stanley, FF Brian Fabbri, FF Maslon, FF Mocogni, FF Lopez, FF Schmidt, FF Best, FF Urban

EMS Training: BC Frank Nardomarino

Hazardous Materials Training: FF Jeff Marusich: *Successor*: vacant

Technical Rescue Training: FF Kevin Maslon: *Successor*: FF Paul Grzybek

Extrication Training: FF. Erik Mocogni: *Successor*: FF Brian Fabbri

Safety Training: BC Frank Nardomarino, BC Ryan Hughes

3.2.6 Safety

Safety Coordinator: DC Joe Schrage

Incident Safety Officer: Chief Larry Amidei, DC Joe Schrage, BC Frank Nardomarino, BC Bill Brennan, BC Ryan Hughes

3.2.7 Equipment

Apparatus Maintenance and Repairs: Jim Hassler, Mike Bruno



Equipment Repairs: Jim Hassler, Assigned Department Personnel

SCBA: BC Ryan Hughes, *Successor*: FF Albert Lopez

Powers Saws: FF Brian Fabbri, *Successor*: FF Erik Mocogni

Hose, Appliances, Foam: FF Jeff Marusich, *Successor*: vacant

Apparatus Committee: DC Joe Schrage, BC Hughes, Jim Hassler, additional personnel as assigned based on vehicle type.

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3.2.8 Special Projects

Buildings and Grounds: Lt. Griffin Van Black, *Successor:* FF. Eric Forte

Station Supplies and Inventory: FF Justis Wilkins, *Successor:* FF Eric Forte

Communications: Lt. Mocogni, *Successor:* FF. Tom Richards

Hydrants: Vacant, *Successor:* vacant

Fire Extinguishers: FF. Paul Grzybek, *Successor:* vacant

G.I.S.: BC Frank Nardomarino, Lt. Griffin Van Black

Annual Report: FF Steven Urban *Successor:* FF Kevin Best

C.P.R., AED, First Aid Coordinator: FF Rick DiSalvo, FF Andrew Seibel

M.A.B.A.S. Coordinator: DC Joe Schrage

Policies and Standard Operating Guidelines: BC Bill

Brennan

Accreditation: BC Joe Schrage, FF Steve Urban, FF Pete Goss Grant Writing: FF Pete Goss,
Successor: FF Steven Urban

Station and Mobile Computers: Lt. Bill Brennan, *Successor:* FF Paul Grzybek, FF Mike Shimanski

3.2.9 Special Teams

Dive Team: FF Matt Stanley (Team Leader), *Successor:* Lt. Griffin Van Black, FF Al Lopez, FF Nathan Abbott, FF Matt Grasso, FF Eric Forte, and FF Steven Urban

Hazardous Materials Team: FF Jeff Marusich (Team Leader): *Successor:* vacant, FF Kevin Maslon, FF Chris Gottschalk, FF Michael Schmidt

Fire Investigation Team: FF Tom Richards (Team Leader): *Successor:* Lt. Kevin Knoll, FF Mike Pacocha, FF Kevin Best

Technical Rescue Team: FF Kevin Maslon (Team Leader): *Successor:* FF Paul Grzybek, FF Mike Shimanski, FF Jason Noga

4.0 Reference

4.1 Highland Park Fire Department

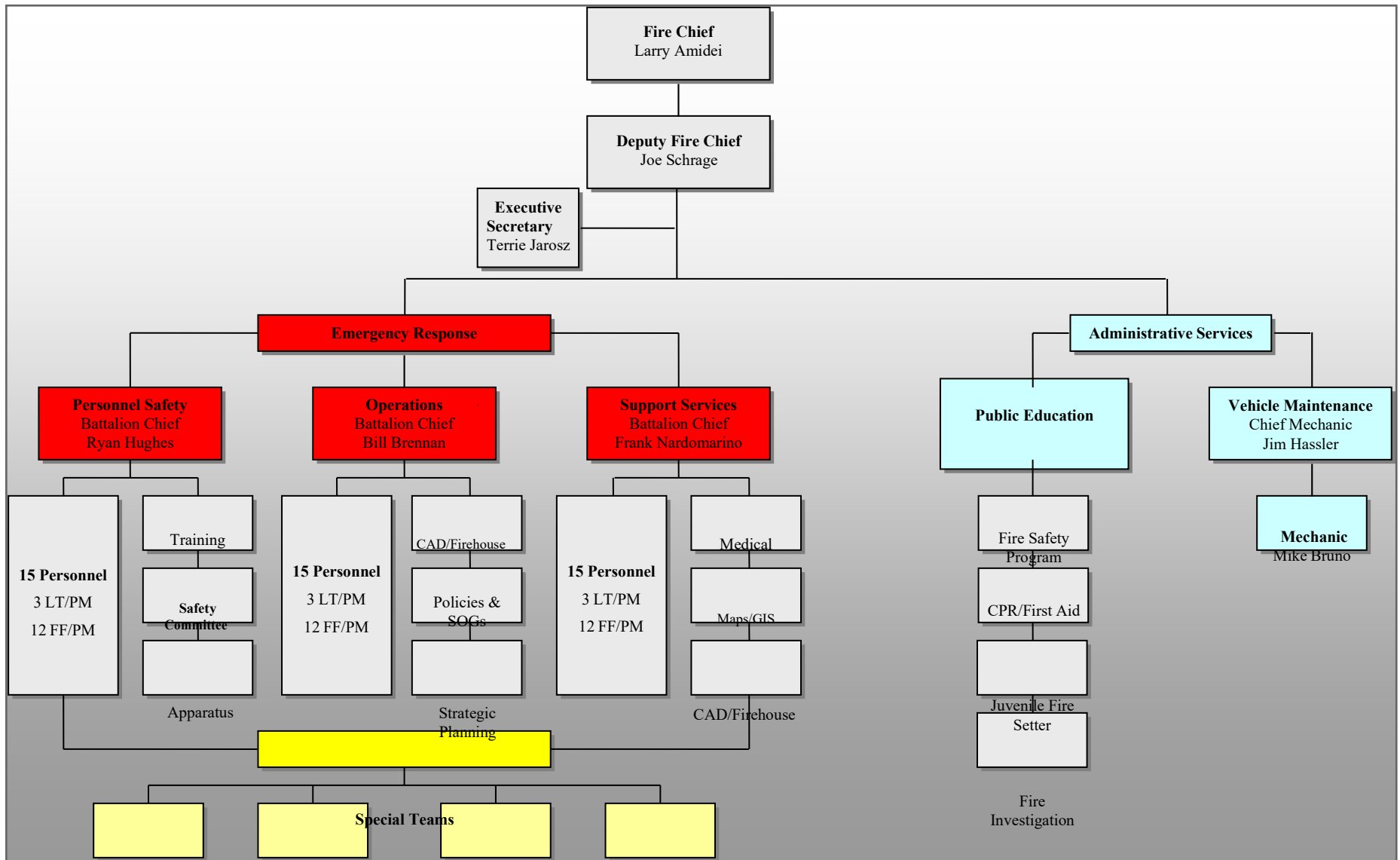
Approved:  Fire Chief



HIGHLAND PARK FIRE DEPARTMENT



ORGANIZATIONAL CHART October 2019



Dive/Rescue

Hazardous
Materials

Fire
Investigation

Technical
Rescue