



## MASSACHUSETTS FIRE DISTRICT 7

Chief Matthew Belsito, Sutton  
Chairman  
(508) 865-8737

Chief Robert Parsons, Spencer  
Vice Chairman  
(508) 867-8825

Chief William Kessler, Uxbridge  
Treasurer  
(508) 278-2787

Chief Richard Hamilton, Millbury  
Secretary  
(508) 865-5328

## POSITION OPENING

### Public Information Officer (PIO)

10/27/17

*Massachusetts Fire District 7*, at the general meeting on October 26, 2017, has created a position of a District PIO. This position will assist the district towns when interfacing with the media or other agencies at incidents and planned events. This individual will also coordinate and disseminate information and data within the district and with outside agencies and groups. They will also coordinate PIO and public speaking training for the District, as required. See the attached job posting for a complete job description.

Interested members of the District 7 Chiefs are to contact Chairman Matt Belsito at [m.belsito@town.sutton.ma.us](mailto:m.belsito@town.sutton.ma.us), or at 508-865-8737. This posting will close November 10, 2017. Interviews will take place before the appointing of the position, at the discretion of the Chairman. The appointment for the position will be brought before a general meeting of the District 7 Chiefs.

**MA Fire District 7  
Public Information Officer**

**General Duties**

The Public Information Officer (PIO) for Massachusetts Fire District 7 will gather facts and distribute them to the Chiefs of the district on subjects related to salary, Ambulance rates, deaths, or any other information requested to be distributed by the Chiefs. They produce printed and video material about the organization for dissemination to the public. The PIO may be responsible for organizing special events such as news conferences and awards ceremonies, assisting local Chief's with press related issues and maintaining a social media and website presence. The PIO works within the District Assist Team to assist Chief's and local PIO's in the coordination of information.

**Specific Duties**

Responsible for coordinating and disseminating data sent to them by the Chiefs on an annual basis related to salary, Ambulance rates, call and career firefighter stats, call volume, etc.

From time to time may study a specific issue facing the district and report on it with data.

Is responsible for interfacing with the public, media, other agencies and stakeholders to provide incident related information that involves the fire district or any of its special teams and equipment.

When requested by a Chief in the district, assisting their General Command Staff to develop accurate, accessible information on the incident's cause, size, current situation, the resources committed and other matters of general concern to both internal and external audiences.

Is responsible for developing and distributing community information releases related to the district through TV, radio, newspaper and the use of social media networks.

During strike team, statewide mobilization or requests for any of the districts special teams, interface with PIO's from other agencies and jurisdictions, as well as with a Unified Command.

Coordinate training from time to time for Chiefs on the topic of public information and public speaking.