

Red Oak Fire Rescue

Chief Officer Development Course
Battalion Chief Task Book



Task Book Assigned To:

Date Task Book Started:

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Battalion Chief Task Book

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Purpose

The purpose of this training is to provide Battalion Chief candidates with a basic education and expectations for transitioning from Captain to Battalion Chief. This book shall be used by BC's for training their Captains to develop and prepare them for riding up out of class. Captains shall successfully complete this task book prior to being scheduled to ride up out of class as a Battalion Chief.

This program will provide the basic knowledge and on the job training to assist newly promoted Battalion Chiefs and Captains riding up out of class gain an understanding of the expectations.

Candidates will be mentored by existing Battalion Chiefs, Deputy Chief, and the Fire Chief. These Chiefs will oversee all training during this program. Battalion Chief Candidates will work with the administrative chiefs to complete their task book during the BC orientation course. Captains will work with their assigned Battalion Chief to complete the task book over a 30 day period.

Once this training is complete, the Fire Chief will make the final determination on successful completion of the program.

Prerequisites

Captains riding up out of class- Must meet all qualifications for Captain defined in ROFR 400.1.

Battalion Chiefs- Must meet all qualifications defined in the BC application packet.

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Task Apparatus / Equipment check off	Date Completed	Evaluator
Morning apparatus check for BC Vehicle		
Radio Check- Understands the VHF, 700, 400 UHF radios		
Cell phone –Set up & operations.		
Locate radiological detector and use		
Review Command tools (tactical worksheets, Division/Group tags resource guides, etc.)		
Computer/ MDC operations- CRIMES / CRIMES AVL / Pre-plan folder		
Familiarization with accident/injury reports, processes, insurance cards		
Warning device operations		
EMS Bag / AED familiarization		
Familiarization with Hazmat Kit		
Environmental monitoring equipment		

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Task	Date Completed	Evaluator
Administrative		
BC Expectations, Roles of the BC		
Incident Investigation report writing and investigating		
First report of injury & FIDO reporting		
BC Filing system, where forms/files are kept		
06:30- Morning pass off		
Station rounds, and mail runs, daily routine		
Territory orientation		
Prioritization of daily activates/duties		
Work Comp paperwork and investigations		
Alarm system basics for the stations (codes, contacts, etc.)		
Overseeing daily training, QC entries into E.R.		
Fire Rescue TV- staffing, station announcements, Etc.		
Ensure ROFR crews are completing EMS field reports as required		
Setting up the EOC / Notifications for EWS/ CTY- Connect procedures		
Extreme Weather Plan / Expectations of BC awareness		
Media Relations / PIO		
Shift Briefing/meetings		

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Task	Date Completed	Evaluator
Emergency Reporting		
How to navigate through the program and various modules		
Quality checking reports, training, & daily entries		
Daily Staffing		
Administrative rights		
Keep all personnel info updated		
Maintain apparatus / equipment inventory		

Task	Completed	Evaluator
Staffing		
Knowledge of staffing policies, and minimal strength requirements		
Over time / Part-time procedures		
Scheduling leave time, know procedures/time lines for requesting off/ documentation		
Procedure for mandatory call back		
Swap/sub procedures		
Extended leave procedures/ FMLA		
Risk management plan		

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Task Response/Operations	Completed	Evaluator
Utilizing on call Chief / other responding M/A Chiefs		
Responding as a chief philosophy Vs a company officer		
Tactical worksheet / safety officer worksheet		
Establishing/running Unified Command (When, Where, Why)		
Procedures and resources for upgraded alarms		
Radio procedures (Dispatch, Fireground channels,) VHF Plan		
Mayday procedures		
Command Aid / Safety officer assignments		
Highway responses		
Structure Fire Tid-Bit worksheet		
Outside agency resources (Special ops, TFS, ECFMO, SFMO, TCEQ, TRRC, Hazmat)		
Mutual Aid response for the BC / Notify on-call Chief		
Call types for the BC		
Calling for investigators, when, how and why		
Decon station before rehab		

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Tasks, Definitions, and Clarifications Section

Task

Morning truck checks – Radios operating, Lights, all equipment, Computers

Back Radios – Understand which radio does what, UHF 400 Lancaster, VHF, 700/800

Cell Phone– How to operate, and know what all it has programmed

Radiological detector – Location, use

Guidebooks – Location, use

Command tools – Location, use

Computer / MDC –MDC login, CRIMES, CRIMES AVL, Preplans, troubleshooting

Records – Location of forms kept in BC vehicle, reports, and accident forms. How to use them

Warning Devices – How to use control head for lights, siren, and green command light.

Administrative

Officer Expectations – What to expect for officers under your command, Can be different for each person. Department management expectations. Power Point on Roles of the BC.

Accident reporting – How to complete, be through and accurate, be impartial

First report of injury – How to complete, being through and accurate, correct forms, time sensitive

BC Filing system – Come up with a system that works for you.

Morning pass off – What the BC needs to pass on.

Station rounds, mail – What you're doing, when to do it, have a plan.

Territory orientation – Now you're in charge of multiple districts, must know it all.

Prioritization of activities – How to prioritize task, PRs, crews, rounds, etc.

Work Comp – Paperwork involved, how to complete, when to complete

Alarm system basics for ROFR property – Codes, important numbers, overview of each system

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Overseeing training – How to observe training, let Capt.'s handle training, give helpful hints for Capt. Training.

Overseeing Proby training – How to observe training, Let Capt.'s handle, giving hints as needed

Server Knowledge – Know what is on the server, and where the server actually is. Communicate with IT on troubleshooting.

Emergency Reporting

Incomplete records – How to look them up, run report and assign them back out for completion

QC records – What you're looking for, how ROFR records should be completed

Contact for issues – How to troubleshoot and who to call for questions

Admin rights – Ensuring you have admin privileges, who else to add, what you can do with that (add fields, delete fields, etc.) Keeping personnel information updated on a regular basis.

General knowledge- Have an understanding of the modules and expectations for data entry.

Staffing

Staff Policies- Minimal strength requirements

OT/PT procedures- procedures for scheduling OT/ and PT / who to call and when/ documentation

Scheduling leave time- Procedures / time frames / documenting

Mandatory OT / or Call back- Procedure and conditions that qualify

Swap / Sub procedures- Procedure for approving swaps/subs, and documentation

Extended leave request / FMLA- Know the process, and how to get the request and application submitted.

Risk Management Plan- Know and teach the plan, and follow the processes.

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Response/Operations

On Call Chief – Admin. Chief assigned to back up or support the BC.

Responding as a Chief Vs Company Officer- Explain the global mindset, increased responsibility/accountability towards to outcomes. Strategic vs Tactical, plan ahead, allocate sooner than later.

Fire Ground benchmarks – Know the critical benchmarks we time stamp with dispatch, know what these mean to the incident and adjusting your action plan.

Tactical worksheets- know the sheets, and use them, they are a resource to you.

Establishing/running unified command – When to use it, how to use it.

Resources upon multiple alarms – What you get when you upgrade an incident based on incident type, and what are your management procedures for upgraded alarms.

Radio Procedures –NEED procedures, operations of all radios, when/how to maintain interoperability with M/A partners.

Mayday – Know the procedures, and practice the plan.

Command Aid / Safety officer response – Who are they, how to use, know their role,

Highway response – How we respond, why we do it that way

Structure Fire Tid-Bit worksheet- Training tool, bullet points for success, automatic alarm upgrades

Outside agency resources – What do they have, how to get it, how to use it.

Mutual aid – BC role in mutual aid responses, notify the on call chief to cover

Call Types for BC – review call types assigned to the BC, the BC role in these responses.

Calling for investigators – When to do so, how to do so, ROFR, ECFMO, SMFO, ATF,

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Evaluation Battalion Chief:	Evaluation Deputy Chief:	Evaluation Fire Chief:
Candidate Name:	Candidate Name:	Candidate Name:
The above trainee has completed the marked tasks under my supervision. As a result I propose that the trainee: <input type="checkbox"/> Successfully completed all tasks and should be considered for validation <input type="checkbox"/> Was not able to complete certain tasks and additional guidance is needed	The above trainee has completed the marked tasks under my supervision. As a result I propose that the trainee: <input type="checkbox"/> Successfully completed all tasks and should be considered for validation <input type="checkbox"/> Was not able to complete certain tasks and additional guidance is needed	The above trainee has completed the marked tasks under my supervision. As a result I propose that the trainee: <input type="checkbox"/> Successfully completed all tasks and should be considered for validation <input type="checkbox"/> Was not able to complete certain tasks and additional guidance is needed
Date :	Date :	Date :
Evaluator Signature :	Evaluator Signature :	Evaluator Signature :
Evaluator Print Name:	Evaluator Print Name:	Evaluator Print Name:
Comments :	Comments :	Comments :