

# Battalion Chief Development program

## March 2012

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### **Purpose**

To create an environment to allow members of the Captains rank to develop the knowledge, confidence, and skills necessary to perform in the capacity of a Battalion Chief. This program will increase the initial strength of our incident management capabilities with organization and control.

### **Overview**

Currently the Fire Chief and Deputy Chief work a rotation schedule to fulfill the role as the on call duty chief. In order to assist the Chiefs with this duty, and help develop our Captains for Future Battalion Chief Positions the department has instituted a step up program for the Shift Captains.

In the absence of the Chiefs, special events, and as funding allows we will step up a captain to act in the role as a Battalion Chief. The acting Battalion will utilize the departments reserve chief's vehicle which is Squad 181.

Each month the Captains will participate in a four hour class as part of this program. The Fire Chief or his designee will provide the class.

### **Procedure**

The radio designation shall be Battalion 181. This will be a 24 hour on duty position. The CAD login for the MDC is BAT181. In the event BAT181 is not operational then use, *Login- C181, Radio ID-BAT181, Password –C181* for the CRIMES mobile login.

The daily staffing matrix shall indicate Battalion 181 as the Duty Chief. Place your name and cell number on the sheet in the event communications need to contact you via public service.

Shifts that no members are on leave, a Captain may step up and ride the BC car, a D/E may step up to Captain, and a FF may step up to D/E. There is no overtime or part-time unless prior approval from the Fire Chief. The rotation schedule shall be worked out on the company level. This is not an automatic occurrence and pre approval shall be obtained from the Fire Chief.

All efforts shall be exhausted before creating overtime for this program. If there is no other option the overtime shall be filled from the lowest ranks. Overtime shall be pre-approved before scheduling is complete.

## **Emergency Incident Responsibilities**

During periods when our captains are riding out of class serving in the capacity of a Battalion Chief the members are responsible for responding to the following emergency responses. It is vitally important to respect the company officers and not micro manage all call types and their crew members. Your primary purpose on responding to incidents revolves around safety, command, and control. The incidents identified below are incidents that typically require an incident management structure or have an increased level of risk associated with the incident type.

### **Fire Responses**

1. Structure Fires
2. Mutual Aid Structure Fires (**RO is your primary responsibility, you will be vital to RO for maintaining 2-in 2-out while a company is out of the city. Use good judgment and notify a chief if you leave the city**)
3. Grass Fires
4. Water flow alarm
5. Highway Vehicle Fires
6. Large commercial alarms
7. Any Fire incident that requires two or more companies.

### **EMS / Rescue**

1. Highway MVA's
2. MVA with Extrication
3. Air Medical Responses
4. Air Plane Crash
5. Any Technical Rescue
6. Any EMS incident that requires two or more ambulances / first responder units.

### **Hazmat**

1. Rail Road incidents
2. Large spills
3. Natural gas emergencies
4. Carbon Monoxide emergencies (with exposures)
5. Bomb Threat / WMD

6. Any Hazmat incident that requires two or more companies, and any outside resources to mitigate.

### **Station / Administrative Responsibilities**

1. Responsible for the daily operations and ensuring all stations are operating according to policy and procedures.
2. Responsible for the operational readiness of all companies and responsible for maintaining appropriate coverage to the city at all times.
3. Ensure that all staffing levels are according to policy and procedures.
4. Responsible for maintaining effective communications to all stations and the departments' administrative assistant deliver and pick up any mail from the substation. Maintain awareness of scheduled events on the outlook calendar, and ensure companies are notified.
5. Responsible for ensuring all daily FH entries are complete and accurate according to policy and procedures.
6. Assist the step up officer with mentoring and coaching as needed. Remember this development program is intended for all ranks and we shall facilitate any mentoring opportunity to help prepare our members.
7. Responsible to abiding by and holding members accountable to all city and departmental policies and procedures, ensuring all accident and injury procedures are followed according to city policy.
8. Participate in scheduled training exercises