



POLICY MANUAL

Goals & Objectives

Program Policies

Revised: 02-28-08

Code: 1 – 1 – 4

Book Chapter Subject

Page 1 of 4

4.0 Purpose: Establish guidelines for the management of Department Programs.

4.01 Scope: All Fire Department Personnel.

4.02 **PROGRAM DESCRIPTIONS**

All programs have descriptions in order to give clear direction to individuals assigned a specific program and to facilitate coordination with all department members to assist in meeting each program goal.

The program descriptions are broken down into three basic areas:

Goal Statement: A brief statement of what the goal of the program is.

Responsibilities: Clarifies what responsibilities need to be carried out to meet the program goal.

Authority: Defines the authority needed to meet the program goal.

Program descriptions may be revised at any time to more accurately describe program goals, responsibilities, areas and authority. During early July each fiscal year, the newly approved programs will be distributed. At that time these will replace the prior year's program descriptions in the Policy Manual.

4.03 **PERSONNEL PARTICIPATION**

All members will participate in department programs. Generally, programs will be assigned to Chief or Company Officers, but there may be times when assignments are given to Engineers and Firefighters. This will be done based on individual initiative to volunteer for a program or department need at the time. When this occurs, they will be under the guidance of a Company Officer who will provide coordination or supervision as necessary. Programs can be periodically reassigned based on personal preference or department need. Individuals are encouraged to request program reassignments when they feel they would like a change.

4.04 **PROGRAM REVIEW**

A minimum of two review sessions will be held each year with all personnel involved in the chain of command relating to a specific program. This should include the Deputy Chief, Battalion Chief, Captain, and other personnel assigned to the program. These review meetings will be held at the beginning of the fiscal year to evaluate the prior year and insure that the goal of the program is adequate to meet that goal. A second review will be held in midyear December/January for the purpose of evaluating the individual's progress on completing the goal. This meeting will also be used to do planning for the next fiscal year before budget requests are due.



POLICY MANUAL

Goals & Objectives

Program Policies

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Book Chapter Subject

Page 2 of 4

4.05 EMERGENCY SERVICES BUREAU / PROGRAM AND PROJECTS

OPERATIONS/SUPPORT/COMMUNICATIONS Deputy Chief Bennett

A Shift

| | | Supervisor | Coordinator |
|------------------------------------|------------|--------------------|-----------------|
| Battalion Chief Kemp | | | |
| Communicable Disease | Operations | Captain Cadigan | |
| Health and Safety | Operations | Captain DiSanto | |
| Fitness Equipment | Support | Captain Cadigan | |
| T.B. Testing | Support | Captain Cadigan | |
| Fitness Testing | Support | | |
| Self Contained Breathing Apparatus | Support | Captain Shackelton | Engineer Cox |
| Accountability System | Operations | Captain T. Adams | |
| Blue Dots/Hydrants | Support | Captain T. Adams | |
| Support Unit | Support | Captain T. Adams | |
| Personal Protective Equipment | Support | Captain Shackelton | Engineer Olvera |
| Facility Maintenance | Support | | |
| Staffing | Operations | Captain Shackelton | |

B Shift

| | | Supervisor | Coordinator |
|---|------------|-------------------|---------------------|
| Battalion Chief Kraft | | | |
| Hose | Support | Captain Torosian | |
| Communications | Comm's | | |
| Emergency Medical Services/Defibrillation Equipment | Logistics | Captain Van Ornam | |
| Pre Emergency Plans | Support | Captain Banta | Engineer Bringetto |
| C.V.E.S.S.T. | Operations | Captain Van Ornam | |
| Apparatus | Support | B/C Kraft | |
| Equipment | Support | Captain Finrock | Engineer Parker |
| Keys | Support | Captain Banta | Firefighter Edwards |
| Multi-Media | Support | Captain Banta | Firefighter Vaughn |
| Staffing | Operations | Captain DiSanto | |



POLICY MANUAL

Goals & Objectives

Program Policies

Revised: 02-28-08

Code: 1 – 1 – 4

Book Chapter Subject

Page 3 of 4

C Shift

| | | Supervisor | Coordinator |
|------------------------------|------------|------------------|---------------------|
| Battalion Chief Henry | | | |
| Response Maps | Support | Captain D. Adams | Engineer Turney |
| Data Management | Support | Captain D. Adams | |
| Nozzles | Support | Captain Watson | Engineer Lesmeister |
| C.P.R. | Support | Captain Nance | Firefighter Gilman |
| Citizen Defibrillation | Support | Captain Nance | Firefighter Gilman |
| O.E.S./Wildland Equipment | Support | Captain Watson | |
| Ladder Testing | Support | Captain Leigh | Engineer Hernandez |
| Mobile Data Computers | Comm's | Captain Watson | |
| Pagers – Cell Phones | Comm's | Captain Nance | |
| Pump Testing | Support | Captain Leigh | Engineer Hernandez |
| Fire Extinguishers | Support | Captain Nance | |
| HMRT | Operations | Captain Leigh | |
| USAR | Operations | Captain Ralls | |
| Radio Equipment | Comm's | Captain Watson | |
| Staffing | Operations | Captain Leigh | |

TRAINING DIVISION Deputy Chief Bennett

| | Supervisor | Coordinator |
|-----------------------------|-------------------------|---------------------|
| | Training Officer | |
| Training Advisory Committee | T/O | |
| "A" Shift | T/O | Captain Stemler |
| "B" Shift | T/O | Captain Banta |
| "C" Shift | T/O | Captain Ralls |
| CFFJAC | T/O | |
| Explorer Post | T/O | Engineer Lesmeister |

COMMITTEE LEADERS

| | Supervisor | Chair |
|-----------------------------------|---------------|-------------------|
| Apparatus | B/C Kraft | Captain Damico |
| Awards | B/C Kraft | B/C Kraft |
| CVESST (Critical Incident Stress) | B/C Kraft | Captain Van Ornam |
| Firefighter Selection | Chief Bennett | B/C Kraft |
| Fitness | B/C Kemp | B/C Kemp |
| Honor Guard | B/C Henry | Captain Stemler |
| Safety Committee | Chief Bennett | B/C Kemp |
| Staffing/Bid Committee | Chief Bennett | B/C Kraft |
| Uniforms | B/C Henry | Captain DiSanto |



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Book Chapter Subject

Page 4 of 4

4.06 LIFE SAFETY AND ENFORCEMENT BUREAU / PROGRAM ASSIGNMENTS

FIRE PREVENTION DIVISION Deputy Chief/Fire Marshal Guice

| | Supervisor | Coordinator |
|----------------------|------------------------------------|-------------|
| | Deputy Fire Marshal Schmidt | |
| Development Services | DFM Schmidt | |
| Code Enforcement | DFM Schmidt | FPS Geren |
| Fire Investigation | Captain Stemler | |
| Inspection Program | DFM Schmidt | |

EMERGENCY PREPAREDNESS DIVISION Deputy Chief Guice

| | Supervisor | Coordinator |
|-----------------------------------|--|-------------|
| | Emergency Preparedness Manager Fitzgerald | |
| Disaster Services | EPM Fitzgerald | FPS Locktov |
| Public Education | EPM Fitzgerald | FPS Locktov |
| Community Emergency Response Team | EPM Fitzgerald | |
| Strategic Plan | EPM Fitzgerald | |