



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Fire Department Organization</b>
<b>Subject:</b>	<b>1115 - On-Duty Station Leader</b>
<b>Revision Date:</b>	<b>4/15/2008; rev. 5/20/11, 7/19/12, 7/22/16</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### PURPOSE

To assure that all tasks associated with the functions and responsibilities of the on-duty crews are completed each shift. This policy outlines who will fill the role of the On-Duty Station Leader, and what tasks they are responsible for carrying out.

#### POLICY

It shall be the policy of the Scarborough Fire Department to require that all shifts at all stations, have a Station Leader appointed at the start of each shift.

#### SCOPE

This policy applies to all full time and per diem on-duty employees, each shift, at each station. This is a position of organization and contact for the dissemination of information to and from the Duty Officer and for the accountability of the Station Leader's own actions as well as reporting the actions of the crew assigned to each station each shift. The person filling this role must be an active participant in all activities of the crew.

#### PROCEDURE

- A. The Fire Chief, or his designee, will identify who will be the Station Leader for each shift and denote such on the work schedule based on the following criteria:
  - a. Car 7 will assume the role of the Station Leader at Oak Hill station, and Car 8 will assume the role of the Station Leader at Dunstan station.
  - b. The individual should be scheduled to work the entire shift.
  - c. This position will be filled by rank order from the highest ranking officer to the lowest ranking officer. If two officers of the same rank are working at the same time in the same station, the district officer will fill this role.
  - d. When no department officer is present, the senior full time firefighter/EMT working at that station will be assigned this role.
  - e. When none of the above is present, the Fire Chief or his designee shall appoint a station leader based on his determination of the best qualified individual available.

- B. The Duty Officer will call each station at the beginning of the shift to speak with the Station Leader to inquire and make notifications of the following at a minimum:
  - a. Verify crew members are present for the shift.
  - b. Review requests from the Station Leader to make changes to the scheduled assigned roles of the crew.
  - c. Assignment of special details or assignments.
  - d. Department training occurring during that shift.
- C. It will be the role of the Station Leader to assure his/her crew carries out the following tasks each shift:
  - a. Morning Shift Meeting: Convene an early meeting with the Duty Crew to determine:
    - i. Who the drivers are for the apparatus in the station. This should be done in the following manner:
      - 1. The schedule denotes ladder drivers and squad drivers.
      - 2. Any deviation from the established schedule must be logged and approved by the Duty Officer.
    - ii. Establish the officer or in the absence of an officer appoint an acting officer for each apparatus according to the following chain of command:
      - 1. Station leader
      - 2. Senior on-duty personnel
      - 3. On-duty apparatus driver
    - iii. Start the Daily Station log to document assignments and the shift's activities.
    - iv. Relay information to the crew from the Duty Officer briefing so they can plan for the day's activities.
  - b. Apparatus Checks: are to be performed and the associated reports ready by 0900 hrs. The apparatus are to be fully stocked, in a ready to respond state, and cleaned at all times.
  - c. Station Duties: are to be carried out per the station check list as necessary throughout the day to assure the facilities and apparatus are neat and clean for the public and for the safety of our personnel.
  - d. Special Assignments or Details assigned by the Duty Officer.
  - e. Notification: Once all Apparatus Check reports, Station Duty reports, and special tasks and assignments are complete, the completed information/forms will be sent electronically via the appropriate intranet forms, no later than 1600 hrs. This report should also include an explanation for any tasks or assignments that were not completed by the end of the shift.
  - f. Training: A minimum of 30 minutes will be spent by the crew on valuable training each shift, unless Department training has been assigned for the shift.
  - g. Physical Fitness: The Station Leader will allow his crew 30 minutes of physical fitness as outlined in the Department's Health and Wellness SOP #1344. {If interrupted by calls or special assignments, time specific tasks are expected to be completed as soon as possible thereafter.}
  - h. Reports: The station leader shall confirm that the crew has completed all NFIRS, ePCR, Payroll, Station, and any other required reports/logs prior to the end of the shift.

- D. The Station Leader will be responsible for reporting the actions of his or her crew members during each shift. In the event the Station Leader is not getting cooperation from the members of the crew he/she shall contact the Duty Officer who will follow up as necessary.

## **DEFINITIONS**

- A. Duty Officer will be the on-duty Operations Captain, FT Lieutenant, Acting Lieutenant (AL), or the Duty Chief.
- B. Station Leader will be the person responsible for reporting the completion of the assigned and daily tasks of the on-duty crew.
- C. On-duty crews will be all the per diem or full time employees assigned to a station for a shift.

## **RESPONSIBILITIES**

- A. It is the responsibility of the Fire Chief or his designee to establish who the Station Leader will be for the shift as outlined in the Procedure section of this policy.
- B. It is the responsibility of the crew members assigned to a station for a shift to carry out any and all tasks assigned to them by policy and or direction of the Station Leader or Duty Officer.
- C. It is the responsibility of the Station Leader to notify the Duty Officer when any issue arises that cannot be handled by the Station Leader, as soon as possible after becoming aware of the issue.
- D. It is the responsibility of the crew members to notify the Station Leader as soon as possible after discovering an issue which they cannot rectify. The Station Leader in turn will follow item C above.

## **REFERENCES**

- A. SOP – 1100 Department Organization
- B. SOP – 1105 Organizational Chart – Staff
- C. SOP – 1110 Organizational Chart - Line
- D. SOP – 2200 Ambulance & EMS Equipment Checks
- E. SOP – 1335 Per-Diem Shift Assignment