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5.0 Purpose Define Department Programs

5.01 Scope: All Fire Department Personnel

5.02 **COMPANY OBJECTIVES 2006-2008**

Captain _____

Training

- Complete “focus work schedule” training as assigned.
- Maintain an average of 20 hours of training per month; per crew member (10 hours of training should be manipulative).
- Document all training in the Records Management System (Sunpro)
- Train on other skills as necessary to stay physically fit and to safely and effectively handle emergency incidents.

Code Enforcement

- Inspect all occupancies as assigned and bring those occupancies into code compliance.
- Provide other fire safety inspections upon request.
- Provide inspections of fireworks stands as assigned.

Public Education

- Provide station tours and ride-along opportunities to interested citizens.
- Provide fire safety education upon request.

Pre-Emergency Planning

- Complete assigned pre-fire plans.
- Familiarize crew with first-in area.

Apparatus, Station, and Equipment Maintenance

- Complete all routine daily, weekly, monthly and yearly maintenance.
- Maintain Apparatus, Stations and Equipment.
- Test fire hose as assigned.
- Perform other maintenance or repairs as required.

Company Program

- Manage assigned program(s) and projects in a professional manner
- See job description of assigned program(s).



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Operational Readiness

- Maintain a state of operational readiness at all times.

Emergency Response

- Respond to all requests for emergency service within (1) minute or less from time of notification. (Turnout Time)
- Arrive on scene within (5) minutes or less 90% of the time for emergency requests for service. (Response Time)
- Confine 99% of all building fires to the building of origin.

Terms & Definitions:

Dispatch Time = the point of receipt of the emergency alarm at the public safety answering point to the point where sufficient information is known to the dispatcher to deploy applicable units to the emergency.

Turnout Time = the time beginning when units acknowledge notification of the emergency to the beginning point of response time.

Response Time = the time that begins when units are en route to the emergency incidents and ends when units arrive at scene.



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5.03 2006-2008 OPERATIONAL READINESS

GOAL:

Maintain an operational readiness that assures apparatus and equipment downtime is kept at a minimum.

RESPONSIBILITY:

To assure damaged or broken equipment is repaired, replaced, and returned to service with the least amount of down time.

To assure that all first-out apparatus is equipped with the best equipment that the Clovis Fire Department has.

To place apparatus and equipment back into service as soon as possible after emergencies or when being returned from repairs or maintenance.

To pass along information to other shifts and to follow through on repair or replacement of equipment.

AUTHORITY:

To make direct contact with the appropriate supervisor/vendor/department to facilitate immediate repairs to the station, fire apparatus or equipment.



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5.04 PRE-FIRE PLANS

GOAL:

To provide a means of compiling information on specific occupancies which will aid personnel in handling an emergency incident.

RESPONSIBILITY:

- To assign pre-plan training.
- To develop necessary pre-plan training aids.
- To develop a list of occupancies to be pre-planned.
- To coordinate the assignment of pre-plans.
- To distribute pre-plans.
- To maintain pre-plan binders.
- To review all plans.
- To review hazardous materials business plans for inclusion into pre-plan program as needed.
- To purchase supplies and equipment as necessary.

AUTHORITY:

- To expend funds approved in current fiscal year.
- To coordinate pre-plan assignments and completion of the plans with appropriate Chief Officer.



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5.05 PROTECTIVE CLOTHING

GOAL:

To provide all Personnel with appropriate personal protective clothing and other personnel materials that will meet the job requirements of working in a hazardous environment (meeting CAL-OSHA standards) and non-emergency functions of the Fire Department.

RESPONSIBILITY:

To supply all personnel with protective clothing and other Department issued personnel materials that meet current Department specifications.

To research new items to assure that the safest clothing and equipment is being used.

To make recommendations to improve personal safety.

To make an annual program budget.

To track and inventory all department issued equipment.

To purchase the items with proper approval.

Examples of items:

Gloves, Turnout coats, Turnout pants, Brush coats, Brush pants, Boots/Safety shoes/boots, Helmets, Helmet Shields, Suspenders, Ear protection Hoods, Badges/Name, Tags, Blankets/Pillows, Flashlights, Overalls, Spectacle kits, Pager batteries, Department patches, Face mask bags, Hose straps, Fire shelters, Goggles, Turnout bag, Collar insignias, Hose strap, Batteries (for personal flashlights & apparatus door openers), Ear protection, Rubber gloves.

AUTHORITY:

To expend funds approved in current fiscal year.

To develop procedures for distribution, repair, and replacement for protective clothing and other personnel materials.



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5.06 DISPATCH/COMMUNICATIONS

GOAL:

To maintain the map book index and to standardize Fire Department Dispatch Operations by initiating the use of the "Computer Assisted Dispatch" system.

RESPONSIBILITY:

- To maintain and add to the map book index (by memo to dispatch center supervisor).
- To maintain a map book index system.
- To oversee the purchase and use of the CAD system.
- To insure that the Radio and Communications Dispatch Manual is maintained and current.
- To assist the Dispatch Supervisor with development of dispatch procedures for the Fire Department.
- To assist the Dispatch Center with future planning issues.
- To maintain 911 MSAG file.
- To purchase the following items:

AUTHORITY:

- To expend funds approved in current fiscal year.
- To update or change computer run cards.
- To be liaison with the Dispatch Center Supervisor.



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5.07 DATA MANAGEMENT

GOAL:

Supervise, oversee, maintain and coordinate the Fire Department information management and data processing systems; insuring that the needs of the Fire Department are met.

RESPONSIBILITY:

To act as Fire Department liaison to the City Information Services Manager regarding computer system and network issues.

To coordinate and insure that repairs are accomplished on the Department computer system.

To coordinate, review and oversee the purchase and development of Department related software.

To participate in new program and project development related to information management.

To research areas of computer automation that would benefit the Fire Department.

To submit an annual budget.

AUTHORITY:

To expend funds budgeted in current fiscal year.

To develop procedures for operation of computers and programs.

To work with computer system managers from other City Departments.

To determine type and location of purchases for budgeted items.



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5.08 STATION SUPPLIES

GOAL:

To provide the necessary quantity and selection of supplies required to maintain the interior of the stations, and to provide those items needed for basic personal hygiene.

RESPONSIBILITY:

To coordinate the distribution of station supplies.
To make an annual program budget.
To purchase cleaning/janitorial supplies, paper products, light bulbs, etc.

AUTHORITY:

To expend funds approved in current fiscal year.
To determine types and amounts of supplies.
To determine which vendor will be used for purchasing.

5.09 EMS

GOAL:

To provide effective emergency medical services to the community by providing the Department with the proper equipment, training and administration.

RESPONSIBILITY:

To research, purchase and distribute EMS supplies and equipment.
To remain current on policy and procedures as outlined by Fresno County EMS.
To prepare an annual program budget.
To follow-up on issues of quality assurance.
To fill the role of Pre-hospital Liaison Officer (PLO).

AUTHORITY:

To determine vendors to purchase supplies.
To represent Clovis Fire Department in PLO issues.
To expend funds approved in current fiscal year.



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5.10 FIRE EXTINGUISHERS

GOAL:

To insure all apparatus is equipped with fire extinguishers that operate properly and are serviced annually.

RESPONSIBILITY:

To prepare an annual program budget.

To make an annual report on the numbers and types of extinguishers repaired or serviced.

To purchase extinguishers and arrange for service:

AUTHORITY:

To expend funds approved in current fiscal year.

To develop Department procedures for fire extinguisher repairs and servicing.

5.11 PUBLIC EDUCATION

GOAL:

To educate the public in Life Safety.

RESPONSIBILITY:

To coordinate special public education events.

To develop programs to meet the education needs of Clovis.

To purchase educational material.

AUTHORITY:

To expend funds approved in current fiscal year.

To develop and implement the necessary Public Education Programs.



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5.12 FIRE HOSE

GOAL:

To insure the Department is equipped with the appropriate type, quantity, and size of fire hose.

RESPONSIBILITY:

To coordinate annual hose testing of all fire hose.
To maintain hose records.
To repair damaged hose.
To make an annual program budget.
To make an annual report on the number of feet of hose tested, repaired or placed in service.

AUTHORITY:

To expend funds approved in current fiscal year.
To develop Department procedures for fire hose maintenance, testing and repair.

5.13 FIRE TRAINING

GOAL:

To develop, provide and maintain the best possible firefighter training program that, tailored to meet the needs of the Clovis Fire Department, while working within the policy guidelines.

RESPONSIBILITY:

To develop and maintain a firefighter training curriculum.
To evaluate, develop and maintain all instructional and reference materials that fall within the scope of firefighter training.
To develop and maintain training records.
To continue to focus on the completion of the goals and objectives found within the firefighter training master plan.

AUTHORITY:

To expend funds approved for this program within the current fiscal year.
To assist in the coordination, facilitation and assigning of Department training activities.



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5.14 MAPS

GOAL:

To maintain response maps.

RESPONSIBILITY:

- To maintain an up-to-date map book.
- To maintain a map of apartment complexes.
- To distribute map book updates.
- To review new addresses to assure conformity.
- To add new tract maps and hydrants to map book.
- To maintain the map page index.
- To maintain Fresno City maps regarding Clovis apparatus response areas.
- To add FDC's, PIV's and Knox Box locations to the maps.
- To identify pre-plans and hazardous materials locations in map book.
- To purchase the following items:

AUTHORITY:

- To expend funds approved in current fiscal year.
- To coordinate map book updates by direct contact with the City Planning Department and the Public Utilities Engineering Division.



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5.15 APPARATUS

GOAL:

To facilitate the acquisition of the new fire apparatus, in accordance with the adopted replacement schedule established by the Fire Chief, and approved by the City Council.

RESPONSIBILITY:

To make recommendations to the Fire Chief on the type, style and configuration of the Department's fire apparatus by conducting a needs assessment when required.
To function as chairperson of the Department's Apparatus Committee.
To coordinate replacement of apparatus.
To prepare an annual program budget.
To direct and assist in the development of the Department's apparatus bid specifications.
To provide projections on apparatus costs.
To provide information to the Fire Chief relating to NFPA automotive fire apparatus standards.

AUTHORITY:

To expend funds approved.
To act as the Fire Department's liaison with any apparatus consultants retained.
To maintain a direct and ongoing dialogue with personnel serving on the Apparatus Committee.



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5.16 EQUIPMENT

GOAL:

To keep all units up to date with the most modern, efficient and useful equipment.

RESPONSIBILITY:

- To standardize equipment and its location on apparatus.
- To coordinate repairs and replacement of equipment.
- To prepare an annual program budget.
- To develop specifications for new and replacement fire equipment.
- To develop maintenance procedures for equipment.
- To purchase/coordinate expenditures for the following items:

AUTHORITY:

To expend funds approved in current fiscal year.



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5.17 SCBA MAINTENANCE

GOAL:

To provide the Department with Self Contained Breathing Apparatus that operate properly.

To maintain the air compressor.

RESPONSIBILITY:

To assure all SCBA meet CAL OSHA standards.

To annually inspect all SCBA's.

To coordinate SCBA repairs (including cylinders).

To prepare an annual program budget.

To coordinate SCBA repairmen training.

To coordinate repairs and annual maintenance to SCBA fill station.

To assure all SCBA cylinders are hydrostatically tested per industry standards.

To assure preventive maintenance is performed on SCBA compressor.

To calibrate posi-check and porta-count machines annually.

To fit test all department personnel annually.

To purchase the following items:

AUTHORITY:

To expend funds approved in current fiscal year.



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5.18 HAZARDOUS MATERIALS FIRST RESPONDER PROGRAM

GOAL:

To provide training to all Fire Department first responder Personnel in the area of hazardous materials incident response in order to maintain a high level of skill and safety.

RESPONSIBILITY:

To train all Personnel to standards set forth in 29CFR 1910.120, Paragraph (q)(6)(i) and (q)(6)(ii).

To research new information which shall be included in future training.

To make recommendations on procedures pertaining to hazardous materials incident response.

To make an annual program budget.

To attend training and information seminars to ensure the most current information is available to our Personnel.

AUTHORITY:

To schedule training of Fire Department Personnel.



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5.19 HEALTH AND SAFETY

GOAL:

To promote good health, physically and mentally.
To provide a safe work environment.

RESPONSIBILITY:

To develop a plan to implement N.F.P.A. #1500 within the limits of City's fiscal ability.
To develop a physical fitness program.
To develop a debriefing program.
To develop an Emergency Scene Rehab Program.
To inspect and make recommendations on the safety of Fire Department apparatus/equipment.
To research new products and ideas which might improve the safety for the Department.
To submit an annual report.

AUTHORITY:

To expend funds approved in current fiscal year.
To communicate with and/or travel to other Departments to review health and safety programs that might improve our operation.



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5.20 FIRE INVESTIGATION - LIFE SAFETY AND ENFORCEMENT BUREAU

GOAL:

To investigate all fires within the City of Clovis and develop and maintain the Fire Investigation Program while working within the policy guidelines and budgetary boundaries established by the Department.

RESPONSIBILITY:

- To develop and maintain the Juvenile Fire Setter Program.
- To develop and maintain the Department's Fire Investigation Records.
- To develop and submit an annual budget.
- To coordinate Fire Investigation Training.
- To coordinate the activities of the Fire Investigation Team.
- To attend training and information seminars to ensure the most current information is available to the C.F.I.T. Team.
- To attend C.V.A.I.A. meetings when possible.

AUTHORITY:

- To expend funds approved for this program within the current fiscal year.
- To liaison with other Fire Investigation Organizations.
- To appoint interim representative to attend training and information seminars in my absence.
- To recruit and maintain the approved number of C.F.I.T. members.
- To delegate assignments and responsibilities to C.F.I.T. members as necessary.



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5.21 SUPPORT UNIT

GOAL:

To provide all personnel with appropriate rehabilitation at emergency scenes and other City-wide uses.

RESPONSIBILITY:

To stock the Support Unit with appropriate food and drink.
To research new products and ideas.
To coordinate Support Unit's operational readiness.
To coordinate with Health and Safety on new ideas and products.
To purchase the following items:

AUTHORITY:

To expend funds approved in current fiscal year.
To research new products and ideas and develop them.



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5.22 CARDIOPULMONARY RESUSCITATION (CPR) TRAINING

GOAL:

To serve as the resource/trainer for the training in the skills of cardiopulmonary resuscitation (CPR) for the members of the Department and community while adhering to nationally recognized standards set by the American Heart Association or American Red Cross.

RESPONSIBILITY:

To coordinate Department Personnel training in CPR.
To coordinate CPR training for members of the community and City Employees.
To prepare and maintain an annual program budget.
To provide maintenance and accountability of the Department CPR mannequins and supplies.
To ensure that Department members' CPR skills are in compliance with recognized national standards.

AUTHORITY:

To expend funds approved in current fiscal year.
To coordinate CPR training with the Training Officer, Battalion Chiefs, and other City Department supervisory Personnel.
To coordinate department CPR training guidelines with the standards established by the American Heart Association or American Red Cross.
To correspond with representatives of the American Heart Association or American Red Cross.



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5.23 COMMUNICABLE DISEASES

GOAL:

To serve as the Department resource/trainer for the prevention of communicable diseases and blood borne pathogens. Provide all Department Personnel with the training resource for the prevention of communicable diseases and blood borne pathogens.

RESPONSIBILITY:

To coordinate the Department's communicable diseases and blood borne pathogens training.
To prepare and maintain an annual program budget.
To recommend the purchase of equipment and supplies needed for the prevention of communicable diseases.
To research disease prevention equipment and supplies.
To coordinate department sponsored immunization of Personnel.

AUTHORITY:

To expend funds approved in current fiscal year.
To coordinate Department disease prevention education with the Training Officer and Battalion Chiefs.
To develop or cause to develop disease prevention procedures.
To correspond with outside medical agencies providing immunization services.
To coordinate the immunization of Personnel with the Battalion Chiefs.



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5.24 DISASTER PREPAREDNESS

GOAL:

To provide City Personnel with the training, equipment and resources necessary to deal effectively with emergency situations that exceeds the City's normal response capabilities.

RESPONSIBILITY:

To develop and update City's Disaster Plan.

To train all Department Personnel to standards set forth in Section 8607 of the California Government Code and Title 19, Sections 2920, 2925, and 2930 of the California Code of Regulations.

To maintain compliance in all state and federal mandates required for asset reimbursement.

To conduct and coordinate ongoing training for City Personnel on disaster management and preparation.

To coordinate the Emergency Preparedness Planning Board.

To maintain an Emergency Operations Center (EOC) in operational condition.

To attend training as needed.

To attend operational area meetings as needed.

To research and develop new ideas to improve program.

To make an annual program budget.

To provide public education information for civilian disaster preparation.

To provide recommendations on disaster policies and procedures.

AUTHORITY:

To expend funds as approved in current fiscal year

To develop and implement procedures for activation of Emergency Operations Center (EOC).

To act as liaison to the Disaster Council.



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5.25 EMT TRAINING

GOAL:

To provide instruction required to obtain EMT certification in Fresno County.

RESPONSIBILITY:

To coordinate with the Department Training Officer the development of written and skills testing material and performance evaluations.

To function as EMT Instructor of Record for Clovis Fire Department.

To consolidate and maintain EMT training records and training curriculum consistent with State of California continuing education requirements.

To maintain and update EMT training supplies.

To recommend and/or evaluate new EMS equipment and coordinate training of Fire/EMS Personnel in the proper use of said equipment.

AUTHORITY:

To schedule EMT class times and hours to achieve State of California required training hours and continuing education.

To provide current EMT curriculum and teaching strategies which will assist the Training Officer with written and skills performance evaluations.