

Falmouth Fire-EMS Operating Guideline

Weekly Duty Chief

Objective:

To provide chief officer coverage and a point of contact for Falmouth Fire-EMS on nights, weekends, and holidays when the administrative staff is not working.

General Information:

The weekly duty chief will cover for one week starting on Monday morning at 0600 hours. The weekly duty chief is expected to be available for phone calls, e-mails, and text messages during that time, so that they answer a question or respond to a major emergency if needed. When away from the area or not available the weekly duty chief shall obtain coverage from another officer. The weekly duty officer may take Unit 3 (or other assigned unit) home with them for the night, weekend, or holiday during their coverage period. The main role of the weekly duty chief is to support the on-duty crews, the call company, and be available for questions or issues that arise. They also will respond to, or monitor, major emergencies as needed.

Guidelines:

General Response:

The following guidelines exist for the weekly duty chief:

1. The weekly duty chief is on duty for 1 week starting on Monday at 0600 hours. During this time, the weekly duty chief shall:
 - a. Monitor major emergencies within the Town of Falmouth and respond to those that need a chief officer response. Examples are: Confirmed Fires (large brush or structural), Mass Casualty Incidents (MCI), Multiple Weather-Related incidents, and Hazardous Materials Incidents.
 - b. Call in extra resources as needed (example: Station Coverage).
2. The weekly duty chief shall obtain coverage during times that they are not able to respond to, or monitor, major emergencies.
3. The weekly duty chief shall be a Chief Officer of Falmouth Fire-EMS.
 - a. Partial coverage for weekly duty chief may be performed by any current officer of Falmouth Fire-EMS.
4. The weekly duty chief will be identified in the weekly update sent out to the members on Fridays (when published).
5. The schedule of weekly duty chiefs will be sent out to all officers in December and June for the next 6-months of coverage.

Duties and Responsibilities

The weekly duty chief:

- Is responsible for records management regarding incident reports and entering incident information into IMC software for incidents that they are the Incident Commander.
- Coordinates responses to issues that arise, including Building, Medical Supplies, Uniforms, Turnout/PPE, Communications Equipment, Tools, Ladders, SCBA's, and Medical Devices.
- Ensures all PPE directly involved in firefighting operations is cleaned in gear extractor/washer and hung to dry on gear dryer.
- Leads crews in inspecting, deconning, and scrubbing clean all equipment used in fighting fires before it is placed back into service.
- Notifies the Fire Chief of a personnel issue or injury, a major fire or EMS incident, and any damage done to a fire department vehicle or apparatus.
- Contacts Fire Chief with any request for information from the press or other agencies (including police departments).
- Manages rescues, fire suppression, hazardous material incidents, medical calls, and other actions in accordance with Department policies.
- As a member of the Command Team, decides operational methods to be employed and the need for additional assistance at incidents.
- Directs and assists firefighters and EMS personnel and operates Fire-EMS apparatus and equipment when necessary.
- Ensures potential fire code violations observed are reported to the Assistant Fire Chief.
- Works directly with the public and notifies Fire Chief of any complaints.
- Knows, understands, and enforces Town and Department policies and procedures.
- Maintains open lines of communications with the officers, fire fighters and emergency medical technicians as well as Dispatch to facilitate work activities.
- Signs on as weekly duty chief on I Am Responding.
- Obtains coverage with another officer if unable to provide coverage during assigned week.
- Notifies Fire Chief of any Weekly Duty Chief scheduling changes.

These guidelines may be changed or altered by the Fire Chief at any time.