



Fairfield Fire Department



Expectations & Responsibilities Battalion Chief

Every member of the Fairfield Fire Department is responsible for providing the citizens of Fairfield with quality service and displaying integrity, pride, and respect. The expectation of all employees is a high level of professionalism, competency, and a positive attitude. To achieve these goals, it is important for each member to know what is expected of them as well as the rest of the team, and who is responsible for what. Maintaining open communication and knowing expectations in advance are key to effective leadership within the department.

The following is a list of expectations and responsibilities that apply to you and those with whom you work.

- ✓ Ensure all monthly credit card statements are reviewed and turned in on time.
- ✓ Ensure that crew training is completed and logged in VectorSolutions monthly.
- ✓ Complete employee evaluations on time, including positive feedback and constructive criticism with suggestions for improvement.
- ✓ Meet monthly (at minimum) with each crew during an on-site visit to each station.
- ✓ Ensure staffing is adequately covered.
- ✓ Act as a resource to your crew.
- ✓ Publicly support Management Team decisions once they are made. The time and place for disagreement is at the Management Team meetings. Once the group decides, you are expected to stand by it.
- ✓ Help other managers when possible.
- ✓ Make decisions. You are a high-ranking member of this organization, and an unwillingness to make decisions without others "signing off" on them is viewed as a weakness. It can affect future promotions and current reputation.
- ✓ Act professionally when dealing with outside agencies-remember often you are the sole "face" of the department.
- ✓ Remember you are in a leadership and evaluator position. Don't hold grudges against employees or peers.
- ✓ Review Captains' Expectations with your captains and hold them accountable.
- ✓ If an issue arises with any employee, address the problem immediately, issue an Education Memorandum as necessary, and follow up with their supervisor. Do not pass the buck. Always follow the firefighter bill of rights.
- ✓ Come to the operations chief if you are unsure how something should be handled. If the operations chief is unavailable, go to the support services chief.
- ✓ Minimize overtime.
- ✓ Ask for coverage from the training chief first, then a deputy chief if you should need it.
- ✓ Communicate with the B.C. team, including but not limited to passing on information to the oncoming shift. Utilize the turnover document for turnover.



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- ✓ Remember that what happens in the Chiefs' Meeting should stay there. Discussions are to be considered privileged and confidential unless otherwise decided by the group (if you are unsure, ask before sharing information).
- ✓ Complete assigned projects in a timely fashion.
- ✓ Hold your employees accountable for Department MOUs, policies, and procedures. Should an employee violate a policy or procedure, consider coaching, training, or an educational memorandum. Address all issues appropriately, keeping the firefighter bill of rights in mind.
- ✓ Attempt to solve minor problems instead of fostering big ones.
- ✓ Communicate your needs and concerns as they arise.
- ✓ Work to create a collaborative environment between labor and management.
- ✓ Make timely decisions and maintain a command presence on and off the emergency scene.
- ✓ While at work, employees are expected to exercise discretion in using personal cell phones. Cell phones should be turned to vibrate mode while conducting official duties and, in any circumstance, where incoming calls or messages may be disruptive. Personal use of cell phones should not interfere with employee productivity or be distracting to others.
- ✓ At no time shall people driving department vehicles utilize their cell phones.
- ✓ At times, there is a need for discipline within the rights of FBoR. Educational Memorandums are a non-punitive corrective action and are a necessary tool that is utilized to change behavior.
- ✓ We expect you to be in unified command on SRA events until relieved by a Fairfield deputy chief, the Fairfield fire chief or the incident has been resolved.
- ✓ Ensure all reports, Check-it, and Narcotic logs are completed.
- ✓ Ensure Command vehicle is checked out daily.

T.O. Expectations:

1. Annual evaluation of the department development plan to address deficiencies.
2. Serve as PIO during incidents and respond to sensitive social media inquiries.
3. Conduct hands-on drills.
4. Conduct two-night drills for crews annually.
5. Establish joint training with surrounding agencies.
6. Update training evolutions, SOGs, and Performance Standards.
7. Attend monthly TO Meetings.
8. Manage the JAC program and perform JAC employee evaluations. Maintain JAC standards, and update JAC books and expectations as needed.
9. Report on progress at Chiefs meetings.
10. Run in-house fire academies.



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11. Maintain the training tower, sim table, classrooms, and office at station 38.
 12. Maintain compliance with the state fire marshal's training.
 13. Develop a biannual training plan.
 14. Maintain all position task books.
 15. Ensure all employees are trained to our SOGs and performance standards.
 16. Maintain Target Solutions.
 17. Review and approve training requests.
 18. Oversee the promotional testing process.

Finally, we expect you to let us know how we can best help support you in the position of Battalion Chief.

I have discussed these expectations with my supervisor and acknowledge receiving a copy of these expectations, which will be placed into my personnel file.

Employee signature: _____

Date: _____

Supervisor Signature: _____

Date: _____