



Fairfield Fire Department



Expectations & Responsibilities Fire Captain

It is the responsibility of every member of the Fairfield Fire Department to provide the citizens of Fairfield with quality service and display integrity, pride, and respect. The expectation of all employees is a high level of professionalism, competency, and a positive attitude. In order 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 expectation and responsibilities that apply to you and those with whom you work.

Around the station

- All members of the crew work together
- All work will be completed as assigned:
 - Dailies
 - Weeklies
 - Monthlies
 - Engineer check out consisting of: making sure the units have a complete inventory and equipment is in good working order and ready to respond.
 - If there are any mechanical issues with any unit or equipment, the engineer will repair, notify the mechanic and Captain of the problem.
 - Firefighter check out: ALS gear every shift, narcotics / ALS sign-off sheets every day. If the engine is missing ALS equipment from the off-going shift and you do not catch it during your check out, you will be held accountable for the missing equipment.
 - PCR's will be written for all medical calls prior to the end of the shift.
- The oncoming shift will be left with a clean station and a clean engine.
 - If you make a mess – clean it up, from the chainsaw to the sink
 - You wash the engine every second shift, additionally as needed.
 - Other units will be washed as needed.
- All station apparatus will be turned over with a full tank of fuel to the oncoming shift.
- A mandatory work out period is completed every shift.
- Your crew meets our reflex time guidelines. (See Lexipol policy for detailed info).
- The Captain shall write or confirm that all reports are written by the end of each shift.
- The Paramedic on duty shall write all PCR reports by 0800 every 24 hours.
- You are prepared for calls at 0800 with your gear on the engine and ready to go.



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- Your credit card statement turned in the cycle after the statement comes out.
- Reflex time guidelines will be met

Training

- All training is to be completed as scheduled and logged in Target Solutions.
- You may be asked to teach a training session in your field of expertise.
- You will regularly assess the readiness and effectiveness of the personnel assigned to you and provide or arrange any needed training.
- It is the Captain's responsibility to log ALL training in Target Solutions
- Understand the seniority and that the lowest ranking staff member will be responsible for the less-desirable tasks which must be accomplished

The Emergency Scene

- When your crew is dispatched to a call, you respond first and dispute any issues later if they should arise.
- Everyone has valid input. You may see something or have an idea we have not thought of – open communication is key.
- On medical calls the paramedic is in charge of the patient(s), Captains are in charge of the scene.
- You come to work expecting to do just that: work. We expect everyone to work hard on the fire ground, it does not matter if it is fire attack or overhaul. We expect 100% out of you and your crew.
- On the fire ground you are in charge of your crew. If we ask your crew to do something they will do it. If you disagree with an order, we are open to a civil discussion after the call, back at the station.
- Follow the SOG's.

General Guidelines

- 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 weakness and can affect future promotions and current reputation.
- Remember that you and your crew are role models and representatives of the department. Be professional with other agencies, companies, and shifts. This is especially important when you have a ride along (reserve, explorer or other).
- Be aware of the strike team schedule. If your crew is up to go, be prepared to go or have relief in place.



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- You and your crew will work within all city and department policies & procedures. We cannot and will not protect you if you go outside of these procedures.
 - At times there is a need for discipline within the rights of FBOR. Documented Oral Counseling's are a non-punitive corrective action and are a necessary tool that is utilized to change behavior
 - You will mentor your crew and help meet departmental goals.
 - While at work, employees are expected to exercise discretion in using personal cell phones. Cell Phones should be turned off or set to silent or vibrate mode on calls, during meetings, conferences 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 persons driving department vehicles utilize their cell phones.
 - If you have an issue with anything you should talk to the Chief Officers. It is better to talk things out than have tension. There is an open-door policy.
 - Chief Officers are a resource to you.

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: _____

PRINT NAME: _____

Supervisor Signature: _____

Date: _____

PRINT NAME: _____