

MOUNTAIN BROOK FIRE DEPARTMENT	
POLICY NO. <u>103.02</u>	VOLUME: <u>1</u>
SUBJECT: <u>Staffing - Shift Commander</u>	
SIGNED: _____ ROBERT W. EZEKIEL, FIRE CHIEF	<u>9/5/2012</u> DATE

SCOPE AND PURPOSE:

The Shift Commander has overall responsibility for the coordination of all normal or routine fire department operations - including staffing - as well as emergency operations during a given shift for the City. The Shift Commander (Battalion 1) is the designated Command and Control position for this department; therefore, it is paramount that the shift commander be knowledgeable and capable of responding to the emergency scene when dispatched and establish command and control procedures.

Command and control at the emergency scene is a primary factor in providing emergency services to the public. It is primary because the incident commander must take into consideration the needs of the citizens being impacted by the emergency (irregardless of the scope of the incident) and positively impact the emergency through sound and quick decision-making within the scope of department policy, relevant strategies and tactics, and utilization of the National Incident Management System (NIMS). Even more importantly, command and control must be utilized to provide for the safety of all department personnel at the scene. The incident commander is in the best position to address both of these areas because of the ability to see and guide the overall scene and not become part of one particular operation or task.

Should the Shift Commander be off on leave time or Kelly Day, then it is his/her responsibility to assure that his/her relief or replacement is fully capable of functioning within the scope of the expectations of the Shift Commander role with as little residual effect or "drop off" as possible. The Shift Commander is literally delegating his/her role to someone else during the absence, but is still being held accountable for the performance and outcomes of the shift.

Based on the Shift Commander's responsibility and accountability relating to the shift, it is therefore important that the Shift Commander be given the latitude to assess and assign the appropriate relief person or persons (Lieutenant) to serve in his/her absence based on confidence in their ability to perform within expectations.

Therefore, each shift commander will formally establish a plan for relief on their respective shift and coordinate operations accordingly.

It should be noted that shift commanders rotate shifts every odd January; therefore, it would be reasonable to expect that each shift commander will go through the process of re-assessment and assignment of relief at the time of shift rotation.

